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Children who are missing from education are children of compulsory school age who are not registered pupils at a school and are not receiving suitable education otherwise than at a school**.**

This form applies to pupils who have been absent from school without reasonable explanation, or a child who is expected to join a school fails to start and their whereabouts and circumstances are not known. Prior to completing this form, the school should undertake an initial investigation within 10 days of absence to establish the whereabouts for the child and reasons for not attending.

If the pupil is known to be living in Milton Keynes but not regularly attending school, the pupil should remain on roll whilst the school investigates and follows non-attendance procedures.

|  |  |  |
| --- | --- | --- |
| **Pupil details** | | |
| Name of School | |  |
| Pupils name | |  |
| Date of birth | |  |
| Sex | |  |
| Chosen ethnicity | |  |
| Language(s) spoken and/or languages spoken at home | |  |
| SEN needs (please specify) | |  |
| Date last attended school | |  |
| Reason for non-attendance (if known) | |  |
| **Family details** | | |
| Parent(s)/carer(s) name | |  |
| Email address | |  |
| Contact numbers | |  |
| Last known home address | |  |
| New address (if known) | |  |
| Sibling details | |  |
| Detail professional involvement, i.e., Social Worker or Virtual School | |  |
| **Provide full details of your investigation to identify the child’s whereabouts** | | |
| Confirm dates and contact details with parent(s)/carer(s) | |  |
| Confirm dates and contact details with pupil’s friends and relatives | |  |
| Confirm dates and contact details with local schools attended by siblings | |  |
| Confirm dates and contact details with other local authorities or schools | |  |
| Confirm dates and details of home visit(s) or welfare checks undertaken by school | |  |
| Confirm dates and contact details with neighbours | |  |
| Please refer to the safeguarding webpage and toolkits that may support schools:  [Safeguarding | Milton Keynes City Council (milton-keynes.gov.uk)](https://www.milton-keynes.gov.uk/schools-and-lifelong-learning/support-and-advice-education-settings-during-covid-19/safeguarding) | |  |
| Please confirm if you have submitted a MARF and the date it was sent. | |  |
| **Additional information on probable whereabouts of the pupil and actions taken** | | |
| *This box will expand – please provide as much information as possible* | | |
| Return the form to: [cme@milton-keynes.gov.uk](mailto:cme@milton-keynes.gov.uk) | | |
| Name of person completing form |  | |
| Date |  | |