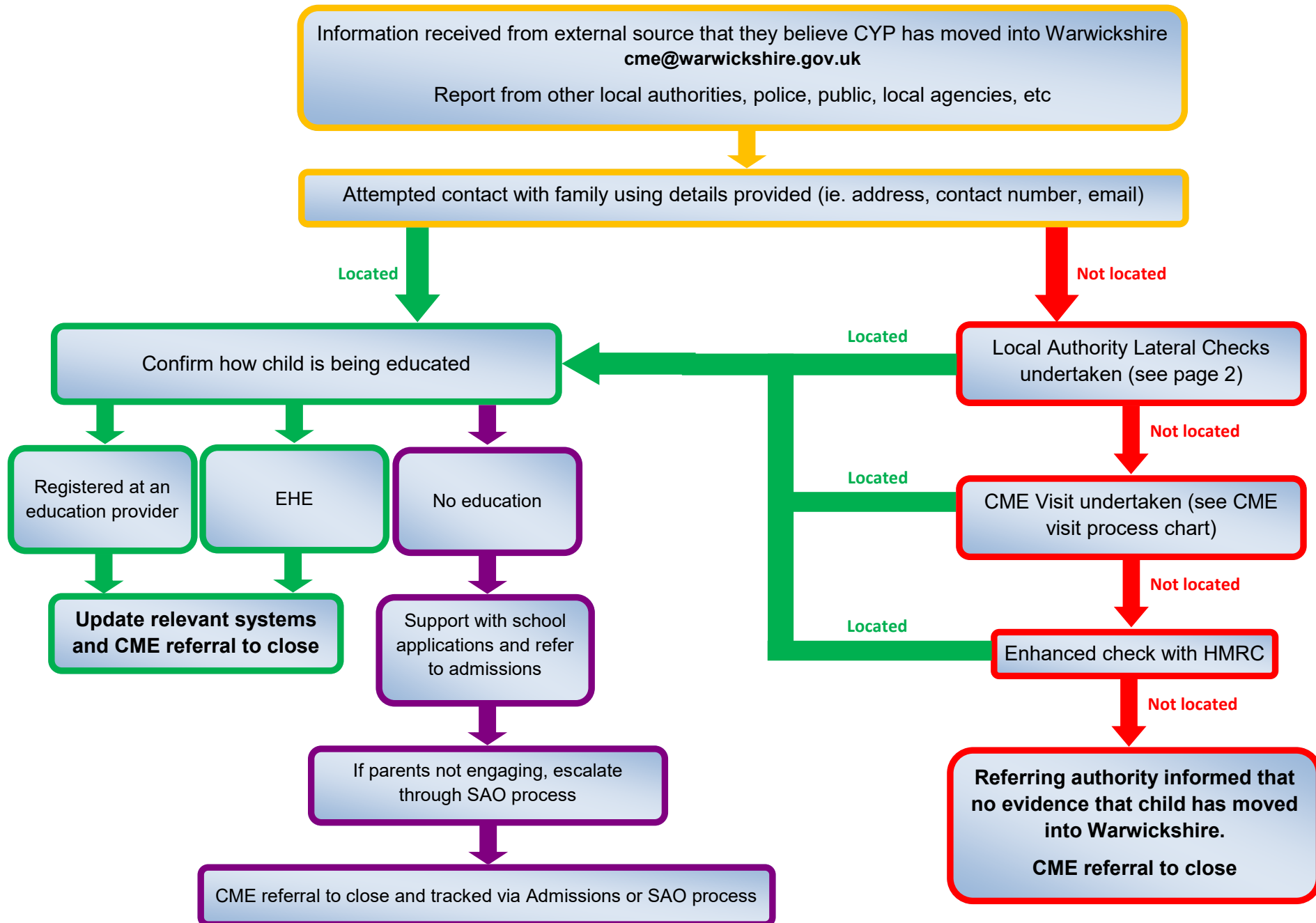


Children Missing Education Process for CYP Moving into WCC



CME pupils only need to be referred to the Front Door if there are safeguarding concerns identified.

Children Missing Education Process for CYP Moving into WCC

Lateral Checks and Reasonable Enquiries Taken by the LA

This could include, but not limited to:

- Search of local system (Synergy and Mosaic) to cross-check if CYP is already known to WCC
- Attempted contact with family using details provided (i.e. telephone, email)
- Recorded delivery letters to the given address
- Door knocks undertaken taking into account surroundings:
 - are curtain open/closed
 - has post been picked up
 - have bins been emptied
 - does there appear to have been movement/changes since you last visited etc)
 - calling card left if no answer
- Enquiries with neighbours
- Enquiries with any other agencies/services known to have involvement with the family
- Recording all actions undertaken by way of a chronology
- Get Information about a Pupil check (national census)
- NHS check
- HMRC check (ENHANCED CHECK) **in process*