Appendix 2

Parent or Carer of «Forename» «Legal\_Surname», Occupier or Landlord

«Address Block»

«date\_of\_printing»

Dear «Salutation»

(or Occupier or Landlord)

RE: «Forename» «Legal\_Surname» «date\_of\_birth»

«Forename» «Legal\_Surname» was expected to join our school on ……………. They did not arrive as expected and we have not received an explanation for their absence. Unfortunately, we have not been able to get in touch the parents/carers or emergency contacts of «Forename» «Legal\_Surname».

Please can whomever receives this letter (whether you are the child’s parent, a family friend, property occupier or landlord) contact the school as a matter of urgency to advise «Forename» «Legal\_Surname»’s whereabouts and wellbeing, if known.

If the family have moved or are away on holiday; please get in touch as soon as possible with their new address or their current phone numbers so that we may establish contact. If you do not have this information, please contact us with the details of any relatives or friends who may be able to assist. If the child is now attending a new school, then please let us know.

The school and the Local Authority are required to carry out enquiries to locate any child who stops attending school. If we do not receive an adequate reply to this letter within one week then the school is required to advise the Local Authority. An Attendance Officer will visit the home and may contact Ealing Children’s Integrated Services (social care) and/or the Police in the course of their enquiries.

Thank you for your co-operation.

Yours sincerely

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