



CP006	Student Whereabouts Unknown Policy
Purpose	This policy outlines the procedures to follow when a student is regarded as missing.
Authority	School Education Act (1999) (s 21, 23) School Education Regulations 2000 (Regulation 11)
National Principles for Child Safe Organisations	Principles: 8. Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed.
Policy	The school will take all reasonable steps to locate missing students and report missing student/s to the Education Regional Office.
Delegation	Principal
Related Policies	Enrolment of Students (PC007) Attendance and Absenteeism (H007)
Date approved	April 2024
Next Review Due	April 2027
Review Authority	School Committee
Keywords	Enrolments; transfer; missing
Authorised by:	
Board Chairman	
Date:	
Author/Reviewer:	C Brearley – March 2024



VERSION MANAGEMENT

Version	Date Published	Changes Made	Author of Changes
1	May 2013		
2	Jun 2017		
3	Apr 2019		
4	Apr 2024	Add version table, NPCSO, minor wording changes, update link to guide, new request form includes safety/wellbeing concerns.	C Brearley



CP006

Student Whereabouts Unknown Procedure

Introduction

Where a student discontinues attending school and a notice of transfer (or communication of withdrawal from parents/s) is not received the school is to take all reasonable steps to locate the student and restore attendance by using school, Education Regional Office (ERO) and other resources.

When a student is missing, the school has the obligation to report this to the Education Regional Office.

Southwest Education Regional Office - Telephone: 9791 0300 Email - Southwest.ERO@education.wa.edu.au

Definition

A student can be regarded as **'Missing'** when they cannot be located, and their parent(s)/guardians cannot be contacted (using the strategies listed below) and the school has not received advice (via transfer note) that the student is being educated elsewhere.

What to do?

The school will use the following strategies to locate missing students: written communication to parents, phone calls, home visit, phone emergency contacts, check previous school, query peers and relatives at school, contact relevant agencies, contact ward elders, contact Education Regional Office (ERO), or contact Student Tracking Coordinator (STC).

The Students Whose Whereabouts are Unknown (SWU) request form (Appendix 1) should be completed for **missing students within 15 schooldays** of their last attendance and emailed to the Student Tracking Coordinator (STC). The STC will process the request and inform the school by email within 15 school days if the student has enrolled elsewhere or is to be placed on the SWU List.

The school is advised to consult with ERO and STC staff before submitting a SWU request.

A missing student is to remain on the current roll of the school's enrolment register until confirmation is received from the Student Tracking Coordinator (STC) to move the student to the former roll.

Missing Student Found

When a missing student is located, the school that reported the missing student will be notified. The school will have to contact the new school to request a transfer note.

Under certain circumstances a student may be removed from the enrolment register. (See school education act 1999 section 21.)

Notice of Transfer

All Western Australian schools are required to notify the former principal of a student's transfer as per the *School Education Regulations (2000)* Regulation 11. Transfer notes are the recommended form for such communication. A notification of transfer should be completed and sent to the student's former principal within five school days of the student's new enrolment in a school.

The STC must be informed if the school receives a notice of transfer for a student, they have previously reported missing.

Further Information

Further information can be found in the **Students Whose Whereabouts are Unknown Guidelines**

Guidelines is also available at: [Students whose whereabouts are unknown - Policies - Department of Education](#)



Appendix 1

**Request Form to Place a Student onto the Students
Whereabouts Unknown (SWU) List**

Saved Separately