




CP006	Students' Whereabouts Unknown Policy
Purpose	To outline the procedure to follow when a student is regarded as missing.
Authority	School Education Act (1999) (s 21,23) School Education Regulations 2000 (Regulation 11) Department of Education: Enrolment Policy, Student Attendance Policy, Students Whereabouts Unknown Guidelines Management
Policy	To take all reasonable steps to locate missing students and to report missing student(s) to the Education Regional Office.
Delegation	Principal; Administration Manager
Related Policies	Proc006 Enrolment of Students
Date approved	May 2013; June 2015; June 2018
Next Review Due	June 2021
Review Authority	Management
Keywords	Enrolment, transfer, missing

Authorised by:	
ESG Chairman	D Swarts
Date:	June 2018



CPP006

Students' Whereabouts Unknown Procedure

1. Introduction

From the Department of Education Students whose Whereabouts are Unknown List Guidelines and Procedures:

The Department of Education manages the day to day operations of the Students whose Whereabouts are Unknown (SWU) list on behalf of all three education sectors. The SWU list details students who have been reported as missing from school (public, Catholic and independent), Home Education, Notice of Arrangements and Exemptions.

A student is regarded as missing when they cannot be located, their parent/s cannot be contacted, and the school has not received a transfer note.

Schools should report students who are missing within 15 days of their last date of attendance, after taking all reasonable steps to contact the family.

Where a student discontinues attending school and a notice of transfer (or letter of withdrawal from parent/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 and interagency resources such as Juvenile Justice, Department for Child Protection or the Western Australia Police.

The School Education Act (1999) requires that non-attending students remain on the current roll of the school's enrolment register and have their non-attendance recorded.

Where a student discontinues attending school and a notice of transfer (or communication of withdrawal from parent(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.

2. Definition

A student is 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.

3. What to do?

Schools are encouraged to use the following strategies to locate missing students (see appendix 2, flow chart): written communication to parents, phone call, home visit, phone emergency contacts, check previous school, query peers and relatives at school, contact relevant agencies, contact ward elders, contact staff ERO.

The SWU request form (appendix 1) should be completed for missing students within 15 schooldays of their last attendance.

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

4. 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 and request a transfer note.

Under certain circumstances a student may be removed from the enrolment register. (See School Education Act 1999 section 21.)



Appendix 1

Request to Place a Student onto the Students Whose Whereabouts Are Unknown (SWU) List



Department of
Education

- ☐ Please complete all required information.
- ☐ It is recommended that schools consult with relevant Regional Education Office staff or the Student Tracking Coordinator.
- ☐ This template is available electronically at <http://bswb.det.wa.edu.au>
- ☐ For additional enquiries please telephone the Student Tracking Coordinator on (08) 9402 6449
- ☐ Please email this completed form to the Student Tracking Coordinator at Student.Tracking@education.wa.edu.au

Student Information

School name and code:		Click here to enter school name and code.					
Student surname	Click here to enter surname.			First name:	Click here to enter first name.		
Date of Birth:	/ /	Gender:	Male <input type="checkbox"/> Female <input type="checkbox"/>	School Curriculum and Standards Authority ID: (Secondary Students)	Click here to enter ID.	Indigenous:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Year level:	Click here to enter text.	Date of enrolment:	/ /	Last date of attendance: mandatory)	/ /		
Parent name:		Click here to enter Parent Name.					
Parent address and contact number:		Click here to enter Parent address and contact number.					

Attempts made to locate student (please complete all boxes)

Written communication <input type="checkbox"/>	Emergency telephone numbers contacted <input type="checkbox"/>	Relatives or peer group queried <input type="checkbox"/>
Phone calls home <input type="checkbox"/>	Transfer documentation checked <input type="checkbox"/>	Relevant agencies (if involved) contacted <input type="checkbox"/>
Home visit <input type="checkbox"/>	Previous school information checked <input type="checkbox"/>	Other <input type="checkbox"/>
Consulted with Regional Education Office: Yes <input type="checkbox"/> No <input type="checkbox"/> Region: Click here to enter region. Name of Regional Educational Officer authorising this request. Click here to enter Name of Regional Educational Officer.		Consulted with Student Tracking Coordinator: Yes <input type="checkbox"/> No <input type="checkbox"/>

Actions taken to locate student

Please record enquiries already made and any anecdotal information which may aid in locating this student.
Click here to enter actions taken.

School Information

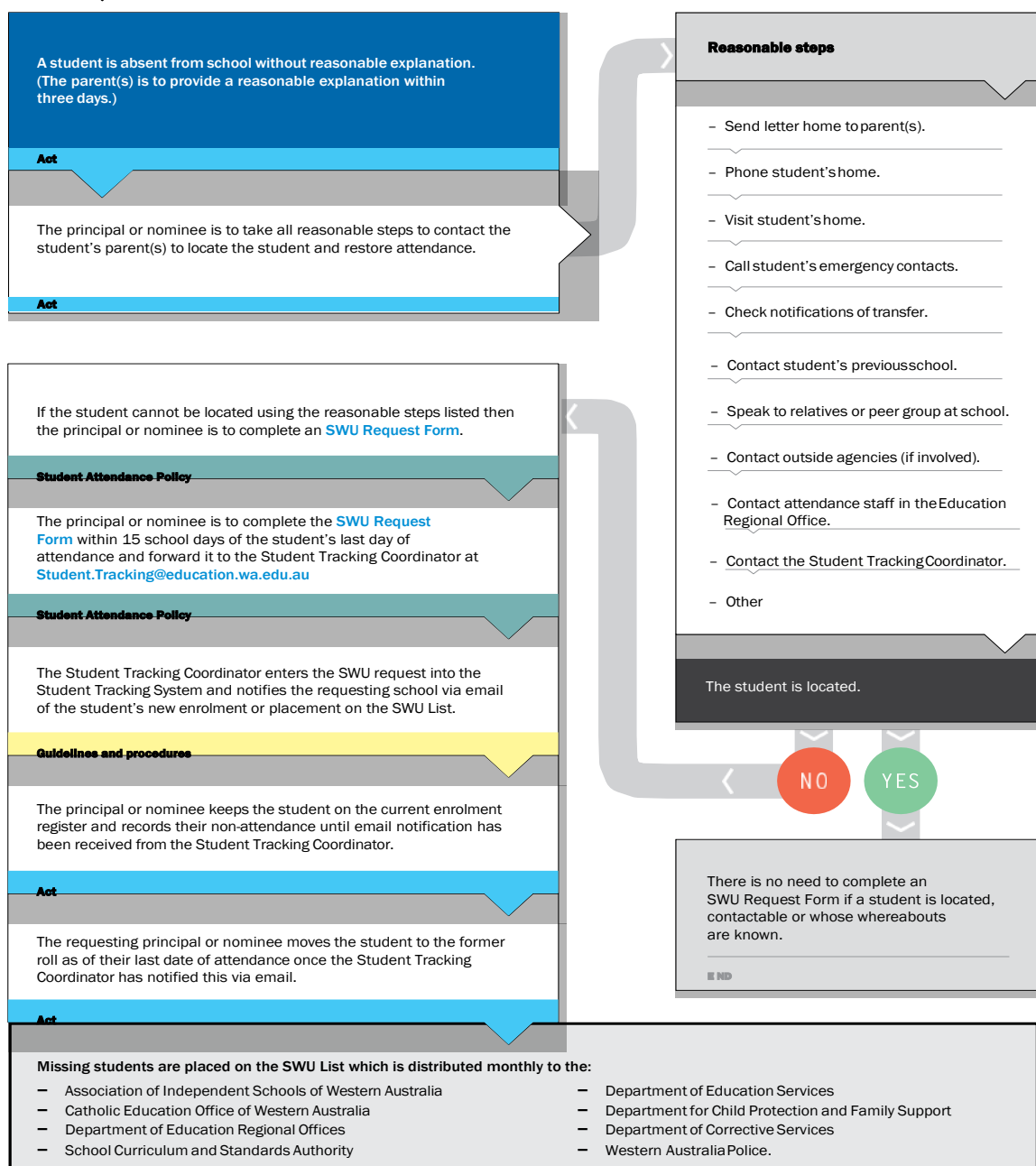
Referred by (person entering request):		Click here to enter text.	
Principal's approval:	Yes <input type="checkbox"/> No <input type="checkbox"/>	Principal's name:	Click here to enter Principal's name.
School email address: (this is the address the email confirmation will be sent to)		Click here to enter school email address.	
Date of request:		/ /	



Appendix 2

Flowchart: Steps to Follow

STUDENTS WHOSE WHEREABOUTS ARE UNKNOWN (SWU)



Act School Education Act 1999

Regulations School Education Regulations 2000

Policy Department of Education Enrolment Policy

Department of Education Student Attendance Policy

Guidelines Department of Education Students whose Whereabouts are Unknown (SWU) Guidelines and Procedures



Government of Western Australia
Department of Education

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