

Guidance Notes

This process diagram provides an overview of the process but does not contain all possible outcomes of each step to prevent it from becoming too complicated.

Please refer to the more detailed guidance documents or use the Mosaic workflow screen for more detailed information.

Child Missing Education Mosaic Map

Children's Services June 2024

Key

Step Name
[responsible worker/team]

Group Step Name
[responsible worker/team]

NOT A STEP
Other process

Next Action →

NFA

Information received by Inclusion and Attendance Team

Contact received via the Customer Service Centre

ED CME Child Missing Education Request
[CS Education Attendance Team]

ED CME Child Missing Education Investigation
[VW CS CME Investigation – inbox (A-M) / (N-Z)]

ED CME Child Missing Education Monitoring
[VW CS CME Monitoring – Inbox (A-M) / (N-Z)]

ED CME Child Missing Education Case Closure
[Education Attendance Worker]

ED Child Missing Education Case Closed (NFA)

ED Missing Education Activity Completed (NFA)

ED School Attendance Order
[Education Attendance Worker]

Request not accepted

Legal Order required

Legal Order required

Legal Order required

Child located

Child located or reached statutory school age

Recurring

Warning added to Person Summary screen
C: School Attendance Order

