

TOOL 6: RECORDING OF CHILDREN OUT-OF-SCHOOL AND STUDENTS WHO DROPPED-OUT

Summary:			
Tool for	Municipalities	Objective:	Recording information on out-of-school children and students who dropped-out for better monitoring
Process	<p>Municipalities keep centralised records on out-of-school children and students who dropped-out.</p> <p>Municipalities monitor cases based on available information.</p>		

Checklist	✓
Municipality maintains individual records of children out-of-school and of students who dropped-out	
Municipality nominates a focal point in charge of centralising and maintaining the records up to date	
Municipality records prevention and response interventions identified for the child	
Municipality records progress and results of prevention and response interventions for the child	
Municipality and PRTANs liase with all relevant stakeholders to support the reintegration of the child into school	
Municipality has a mechanism in place to notify the police and the Centre for Social Work when there are serious concerns for the safety of an out-of-school child	
Municipality analyses yearly the data on out-of-school children to better understand the profile of these children	
Municipality uses data on out-of-school children to identify locations/schools where the problem needs to be addressed in priority	
Municipality monitors trends on out-of-school children over time to identify what interventions are the most successful in bringing children back to school	