



## Monthly/Ad-hoc request application form

The aim of applications made by Home Office (HO) is to establish if the Department for Education (DfE) hold information that may/ will support the Home Office/Absconder Tracing Team's (NATT) key objectives and commitment to upholding a duty of care for missing children and abuse of immigration control through the following five objectives:

- Re-establish contact with families the HO has lost contact with
- To protect the interests and safety of any child
- To reduce harm resulting from abuse of immigration control.
- Combat illegal migrant working and those that benefit from it.
- Create a hostile environment for those who seek to benefit from abuse of immigration control

A Memorandum of Understanding (MoU) that sets out the high level agreement between the HO and DfE has been agreed and put in place.

### To be completed by Home Office

The following section should be completed by HO officials and sent to the

[REDACTED]

|  |                  |            |
|--|------------------|------------|
| <b>Details of individual making request:</b><br>(Must be an individual with access to Key to Success)  | <b>Name</b>      | [REDACTED] |
|  | <b>Telephone</b> | [REDACTED] |
|  | <b>E-mail</b>    | [REDACTED] |
| <b>Type of request:</b><br>(Monthly/Ad-hoc)  | Monthly          |            |
| <b>Number of individuals to match against DfE records:</b>   | 506              |            |
| <b>Reason for request:</b><br>(required for ad-hoc requests only)  | Not Required     |            |
| <b>Password for encrypted file:</b><br>(spreadsheet should be transferred via Key to Success in advance of this application being submitted) | [REDACTED]       |            |
| <b>Details of Individual who will pick up DfE matched records:</b><br>(Must be an individual with access to Key to Success)                  | <b>Name</b>      | [REDACTED] |
|  | <b>Telephone</b> | [REDACTED] |
|  | <b>E-mail</b>    | [REDACTED] |
| <b>Additional information:</b><br>(any information that might assist DfE when assessing this request)  |                  |            |



## To be completed by Department for Education

The following section should be completed by DfE officials and sent to the nominated individual above (individual who will pick up DfE matched records):

|   |  |
|---|--|
| <b>Number of individuals provided to match against DfE records:</b>   |  |
| <b>Number of individuals for whom a match was found by DfE:</b>   |  |
| <b>Date of request:</b>   |  |
| <b>Date of completion:</b>  |  |
| <b>Turnaround time:</b><br>(Working days)   |  |
| <b>Password for encrypted file:</b><br>(spreadsheet should be transferred via Key to Success in advance of this application being returned) |  |
| <b>Additional information:</b><br>(any information that might assist HO)  |  |