

## **Child Missing Education Procedure**

### **Illness**

If your child is absent from school due to illness please ensure that you phone school by 9am (01924 271 625) or email [admin@stig.bkcat.co.uk](mailto:admin@stig.bkcat.co.uk) and leave a message stating:

Your child's name and Class

Reason for the absence

How long you expect them to be off.

You need to inform school each day that your child is absent.

Don't forget to cancel your child's lunch by 9:30am or you will be charged by Dolce.

### **Medical Appointments**

If your child has a medical appointment: doctor, dentist or hospital you need to inform school of the intended absence and show the appointment card for any hospital appointment or pre-planned dental/ doctor's visit.

### **Holidays**

The school calendar is shared with parents in Annual school reports and the school website, plus reminders on Newsletters etc. across the school year. Please ensure that this is shared with grandparents and relatives who may take your children away on holiday.

### **Absence for holidays will not be authorised.**

If you make the decision to take your child away during term time for a holiday, then you must accept that it is your responsibility for missing their education. You also need to understand that the impact that this can have on pupils' attainment and progress. Once again this is your responsibility as you have made the decision for your child to miss school.

Please refer to leaflet on School Attendance Matters.

A letter to the Headteacher must always be written in advance of the proposed holiday. This should be seeking permission or at the very least informing the Head of the planned holiday, the dates your child will be missing school and where you will be going on holiday. When sufficient written notice is given the Head teacher will respond in writing, explaining that the holiday will be unauthorised absence from school.

### **Unexplained Absence - Children Missing Education**

All persons should be aware that children going missing from education (absent from school), particularly repeatedly, can act as a vital warning sign of a range of safeguarding possibilities.

### If a child goes missing from education

The law states: *'If any child is absent for 20 consecutive school days and **no reasonable explanation has been provided** the school should refer to the CME Officer directly. Academies have the same responsibilities as maintained schools in regards to locating and reporting children missing education.*

*If there is firm evidence that the child and their family have left the area or there are serious concerns regarding the child's welfare, schools should make an immediate referral to the CME officer and Social Care Direct where appropriate. If a parent reports that their child has gone missing from home the police should be contacted.*

*If a child goes missing from education who is subject to a CAF, the lead professional should be informed as soon as possible. If the child is subject to Child in Need or Child Protection, the Social Worker should be informed immediately. This should be done at the same time as making reasonable enquiries to establish the child's location.*

*Before referring a child to CME a school is expected to carry out their own investigations.'*

**Reasonable enquiries** to find the child include:

- Making telephone calls to any numbers held/identified including emergency contacts
- Checking with all members of staff who the child/young person may have had contact with
- Checking with the pupil's friends, siblings, and known relatives
- Sending a letter to the last known address
- Carrying out home visits at different times to check who is at the home address and other known addresses, and check with neighbours and known friends.
- Asking for the address the family is moving to.
- Checking which school a child is expected to attend.
- Requesting copies of flight information.

**If we are not given a reason for your child's absence, then there is a procedure that we follow for all pupils missing education as follows.**

At least 2 contact numbers are held for all children.

1. If your child is absent and no reason has been given by 9:30am, then a text will be sent asking you to contact school and inform them the reason for absence
2. If no response by 10am, then Contact 1 will be phoned and asked the reason for the absence.
3. By 10:30am if no contact, we will continue to phone the other contacts on the child's records until someone responds.
4. If we get no response and cannot ascertain the well-being and safety of your child, then either a member of the Safeguarding team will come to your house, or we will contact the police to do a 'Safe and Well' check.

This procedure is in place to ensure the safety of all our children. **It is vital that all absence is reported to the school office on 01924 271625** not to the class teacher or via DoJo.