



## **Wheatcroft Child Protection Policy Appendix 1: What to do if a child is absent in education**

### ***Background:***

Safeguarding and promoting the welfare of children is **everyone's** responsibility. **Everyone** who comes into contact with children and their families and carers has a role to play

This appendix must be read in conjunction with the following school policies on: Child Protection, Attendance, Relationships and Behaviour and Special Educational Needs.

### ***School procedures when a child is missing in education:***

There are times when pupils may not attend school e.g. due to illness, appointments or a family emergency. In all instances we would ask parents/carers to get in touch with school, at the earliest possibility, to let us know the reason for absence. This is made clear to all parents on admission to school, and there are regular updates via our website and on Class Dojo.

On occasions when children are absent from school and there has been no notification from parents as to why the pupil is absent, there is a clear procedure for staff to follow:

1. Register all children on the school management information system Bromcom.
2. This information is checked by administration staff in the school office.
3. Administration staff check for messages from parents (telephone and answerphone messages). Where a reason has been given, the appropriate code will be entered on Bromcom.
4. If a pupil arrives late, the parent must come with them and report to the office, giving a reason for the late arrival. A paper record is taken of the time of arrival and reason, and this is stored in a 'Lates' file in the school office.
5. If a pupil is missing on the register and there has been no message from parents/carers, administration staff will attempt to contact parents, using the contact details provided on the Bromcom system. Parents are reminded regularly to keep contact information up to date and are asked to provide alternative contact numbers in case of emergency.
6. If administration staff are unable to raise a response from parents/carers, checks will also be made with teaching staff to see if a reason for absence has been given in another way (e.g. through discussion on the school gate).
7. Once all checks have been done and administration staff are still unable to raise a response from parents/carers, the matter will be passed to the Designated Safeguarding Lead or the Deputy Designated Safeguarding Leads through CPOMs. Enquiries will continue until contact has been

made with the parent/carer or the nominated alternative contact provided by the parent/carer.

8. If this is unsuccessful, it may be necessary for the DSL to visit the property of the family to try and ascertain why the child is absent. The DSL may also escalate to other agencies e.g. Police, Social Care to follow up on the concern.
9. Work will continue with the family to adhere to the Attendance Policy and school procedures for reporting absence. An Early Help Assessment may be undertaken with the DSL and the parents/carers to provide further support around ensuring children are present at school.

This policy was adopted by staff: September 2023

This policy was approved by Governors: 26<sup>th</sup> September 2023

This policy was shared with parents (via school website): September 2023