

Unreported Absence Procedure



This procedure should be used when an absence is unreported and remains unreported. Accurate records should be retained for Safeguarding purposes and for any future Attendance Improvement Meetings or subsequent sanctions.

Day of absence	Actions
Day 1	<ol style="list-style-type: none"> 1. Call contacts who have parental responsibility – leave message, record in comments on Arbor. Record as FDC – (First day call) – this shows parent has not communicated to us reason for absence and may be useful in future attendance meetings regarding their responsibilities/failure to communicate). 2. Check with class adults. 3. If child has a social worker – advise them of unreported absence. 4. If you are aware child is on a CIN, CPP – advise DDSL and note on CPOMS.
Day 2	<ol style="list-style-type: none"> 1. Call all numbers on Arbor, emergency contacts etc. If you speak to emergency contact “Been unable to get hold of parent, would be grateful if you could get them to call me”. 2. Record all information on Arbor e.g. FDC – 1) Left Message. 2) Number unavailable. 3) Asked to get parent to call us. 3. Check with all class adults. 4. If child has a social worker – advise them of unreported absence. 5. If you are aware child is on a CIN, CPP – advise DSL and note on CPOMS.
Day 3	<ol style="list-style-type: none"> 1. As per actions on day 2. 2. If child has older sibling that was previously at our school – call secondary school – find out if they are in school or if have had absence reported. 3. If no contact is made – conduct a home visit (after consulting with DSL and risk assessment). If no one is home – make observations (curtains drawn, no windows open etc.). Leave a home visit letter. Record on CPOMS. 4. If you are aware child is on a CIN, CPP – advise DSL. 5. INFORMATION SHOULD BE RECORDED ON CPOMS - IRRESPECTIVE OF CHILD’S STATUS
Day 4-10	<ol style="list-style-type: none"> 1. If child has not returned and we have had no contact and not established a reason for absence. Continue taking steps as above. Also consult with DSL for any further actions to be taken e.g. welfare checks. 2. If 10 days of unreported absence and no reason has been established a CME (Child Missing Education) form should be completed and submitted on Kelsi. Once the CME team advise or 10 days after submission (20 days of unauthorised absence has elapsed) then the child can be off-rolled. 3. If you establish during a home visit that the property is empty and it looks as if the family have moved then a CME can be completed before the 10 days have elapsed.

****Whilst carrying out enquiries/investigations be mindful of observing GDPR but that professional curiosity around **safeguarding** duties allows sharing of information****