

Croftly MAT Pupil Absence and Safeguarding

Appendix 1.

Investigating Absence

Day 1

1. Mrs Blakemore will log any child not present in school after the register has been taken at 8.50 am. This work will be completed by 9.45 am.

Any messages of absence from parents/carers logged on SIMS.

Any unexplained absences will be followed up with a phone call from Mrs Blakemore. If no reply from first contact called, Mrs Blakemore will work her way through the other contacts until a reason is given. If no reason is received by 9.45am then the absence will be marked as unauthorised.

2. Mrs Blakemore will look at SIMs daily to check on reasons for absence, along with checking on children for whom school have received no reason for absence. Mrs Blakemore will check with DSL regarding children absent to ascertain if any other action needs to be undertaken (see safeguarding below).

Day 2

1. Mrs Blakemore will ring again any child who remains absent and the school still have received/made no contact with home and no reason has been provided.

2. Mrs Blakemore (or in her absence Mrs Knuckey or Mrs Bright) will check SIMs daily to check on reasons for absence, along with checking on children who school continue to have received no reason for absence. Mrs Blakemore will check with DSL regarding children absent to ascertain if any other agency needs to be contacted or a home visit by school should be made.

Day 3

1. If a child has been absent for three days and we have not received any communication by day three then Mrs Blakemore will make a follow up call to establish communication. Mrs Blakemore will discuss further action with a member of the safeguarding team.

Safeguarding

If the child is known to the safeguarding team and there are or have been historically any concerns around the family or child, the following procedure will be followed by the safeguarding team:

Day 1

1. Mrs Blakemore to ensure all contacts have been contacted to establish why the child is absent

If a reason is not given and child remains absent for a further day and no reason has been provided the school will carry out a home visit on day two. If there is no response from home then the school will contact the Police and request a welfare check.

If a reason is given on day one but child remains absent, on day three the school will carry out a home visit and inform family support worker/social worker.