Child Missing in Education Procedure

SIMS Register taken by class teacher

Child marked as absent

Office staff calls contact 1 to find out why child is absent

If no answer from contact 1 – next contact is called

First Day of Absence

Parents/guardian asked to call school to explain reason for absence

If parent/guardian provides a reasonable explanation for absence ie illness. No further action is taken by school

Parent/guardian asked to keep school informed

First Day of Absence

No response from parents/guardian – reported to DSL. If concerned a visit to child's home will be made

Third day of Absence

After 3 days if the child is still away and no reason has been provided a standard letter will be sent. If the school is concerned they may at this point contact Education Entitlement Service or Social Services

Continuing absence

(Third to tenth day)

If after a period of continuing absence then in consultation with headteacher, a further letter is sent home. The school may contact Educational Entitlement Service or Social Services

Child Missing in Education

If a child is absent for 10 days and the school has no information regarding the absence and cannot contact the parent/guardian, the school will contact Educational Entitlement Services to report child as missing in education