

Crofty MAT Pupil Absence and Safeguarding

Appendix 1.

Investigating Absence

Day 1

1. The office staff (HB, LC, TB, RC) to log any child not present in school after register has been taken at 0910 (this must be completed within 1 hour of the doors closing).
Any messages of absence from parents/carers will be logged on to SIMS.
Any unexplained absences will be followed up with a phone call from the office staff. If no reply from first contact called, the member of office staff will work their way through the other contacts until a reason is given.
2. If no reason is received within the first hour of absence, then the member of the office staff will send a written message via the school's text/message/email facility asking for contact to be made.
3. Tracy Billing (or a member of SLT) will look at SIMs / attendance records daily (this needs to have been carried out by 12pm) to check on reasons for absence and where no reason of absence has been given.
4. The member of staff will check with the DSL (H Crewdson) regarding children absent to ascertain if any other agency needs to be contacted or a home visit by school should be made. (Where there is a safeguarding concern regarding the child/family the action under safeguarding should be carried out.)

Day 2

1. Office to ring again any child who remains absent and the school still has had no reason for the absence. If no reply from first contact called, the member of office staff will work their way through the other contacts until a reason is given.
2. Tracy Billing (or a member of SLT) will check SIMs / attendance records daily to check on reasons for absence, along with checking on children who school continue to have received no reason for absence.
3. The member of staff will check with DSL (H Crewdson) 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 the school continues to have had no reason given for the absence a home visit welfare check will be carried out (two members of staff to attend – no member of staff must home visit unaccompanied).
2. If no contact is made when carrying out the home visit the school will request a police welfare check.

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. T Billing / SLT to ensure all contacts have been contacted to establish why the child is absent. The reason for absence and the absence will be reported to the social worker/FSW (if appropriate).
2. If a reason is not given for the absence, the school will carry out a home visit on day one.
3. If there is no response from home when the home visit is carried out, then the school will contact the Police and request a welfare check.

N.B. If the designated member of the absence safeguarding team is unable to carry out their role due to their own absence C Andrews will complete the tasks.