

# Kiwi Primary School

## Children who are absent and/or missing from education

Staff report immediately to the D/DSL, if they know of any child who may be:

- Absent from education persistently, or for prolonged periods and/or on repeat occasions
- Missing – whereabouts unknown or
- Missing education – (compulsory school age (5-16) with no school place and not electively home educated)

The designated teacher for LAC and care leavers discusses any unauthorised/unexplained absence of Looked After Children with Virtual School when required.

The DSL shares any unauthorised/unexplained absence of children who have an allocated social worker within 24 hours.

Children who do not attend school regularly can be at increased risk of abuse and neglect.

Where there is unauthorised/unexplained absence, and

- after reasonable attempts have been made to contact the family without success, the DSL follows the SVPP procedure and consults/refers to the MASH team as appropriate.
- there are no known welfare concerns about a pupil, we follow our procedures for unauthorised absence and report concerns to the Education Welfare Service.

## Contact with parents

It is of the utmost importance that school staff are able to contact parents quickly and easily.

Parents are required to share at least two contact numbers and ideally a third emergency contact with the school to be used in the event of an emergency, child's illness, check in regarding a child's absence or to discuss concerns about a child.

In the event that one parent cannot be contacted by phone, the school will attempt the second contact number.

In the event that school staff have been unable to reach either the first or second contact, they will contact the emergency contact details which have been provided.

If school have tried all means of telephone contact and have been unable to reach an appropriate adult, they will consider it a **safeguarding concern** and the following may happen:

- A Senior member of staff will carry out a welfare visit to the home to check that the family are safe and well.
- A Designated Safeguarding Lead will contact MASH (Multi Agency Safeguarding Hub) for advice. This may result in a referral to Social Services.

**Please make sure the school office always have your up to date contact details.**