

5 Day Absence Procedure

Following up unexplained absence

- Where any student we expect to attend school does not attend, or stops attending, without reason, the school will:
- Contact the student's parent/carer on the morning of the first day of unexplained absence to ascertain the reason – this is because we have a duty to ensure your child's safety as well as their regular school attendance. If the school are unable to reach the parent/carer, the school will contact all other emergency contacts. If the student is deemed highly vulnerable, then a home visit will be conducted on the first day of absence where we have not heard from the parent/carer or any of the other emergency contacts.
- To facilitate effective working across the local authority area, your school will inform the student's social worker and/or youth offending team worker if there are unexplained absences from school. Children missing education officers or a school's point of contact in the School Attendance Support Team should also inform the student's social worker and/or youth offending team worker if their name is to be deleted from the school register.
- Identify whether the absence is approved or not.
- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than five working days after the session(s) for which the student was absent.
- If absence continues for a second day, a second attempt to call will be made, along with other reasonable enquiries e.g. contacting the school of a sibling and if a Social Worker is supporting the family, then they will be informed. If the student is deemed vulnerable, then a home visit will be conducted on the second day of absence where we have not heard from you.
- If absence continues for a third day, then the school will make a home visit. If no contact is made, then a letter will be left.
- On the fourth day of absence where we have not heard from you, a request for a safe and well check conducted by the Police/Police Community Support Officer will be made. If a Social Worker is involved with the family, then they will be informed. If there are concerns relating to safeguarding, then a Children's Social Care (CSC) referral will be made.
- On the fifth day of absence, if we have not heard from the parent/carer or any of the other emergency contacts, we will refer to Child Absent from Education team at the local authority.
- Where appropriate, offer support to the student and/or their parents to improve attendance. This may come in the form of an Attendance Contract, which is a voluntary agreement determined between the school, parents/carers and student(s).
- Identify whether the student requires support from wider partners, as quickly as possible, and make the necessary referrals.
- Where support is not appropriate, not successful, or not engaged with issue a notice to improve, penalty notice or other legal intervention, as appropriate.