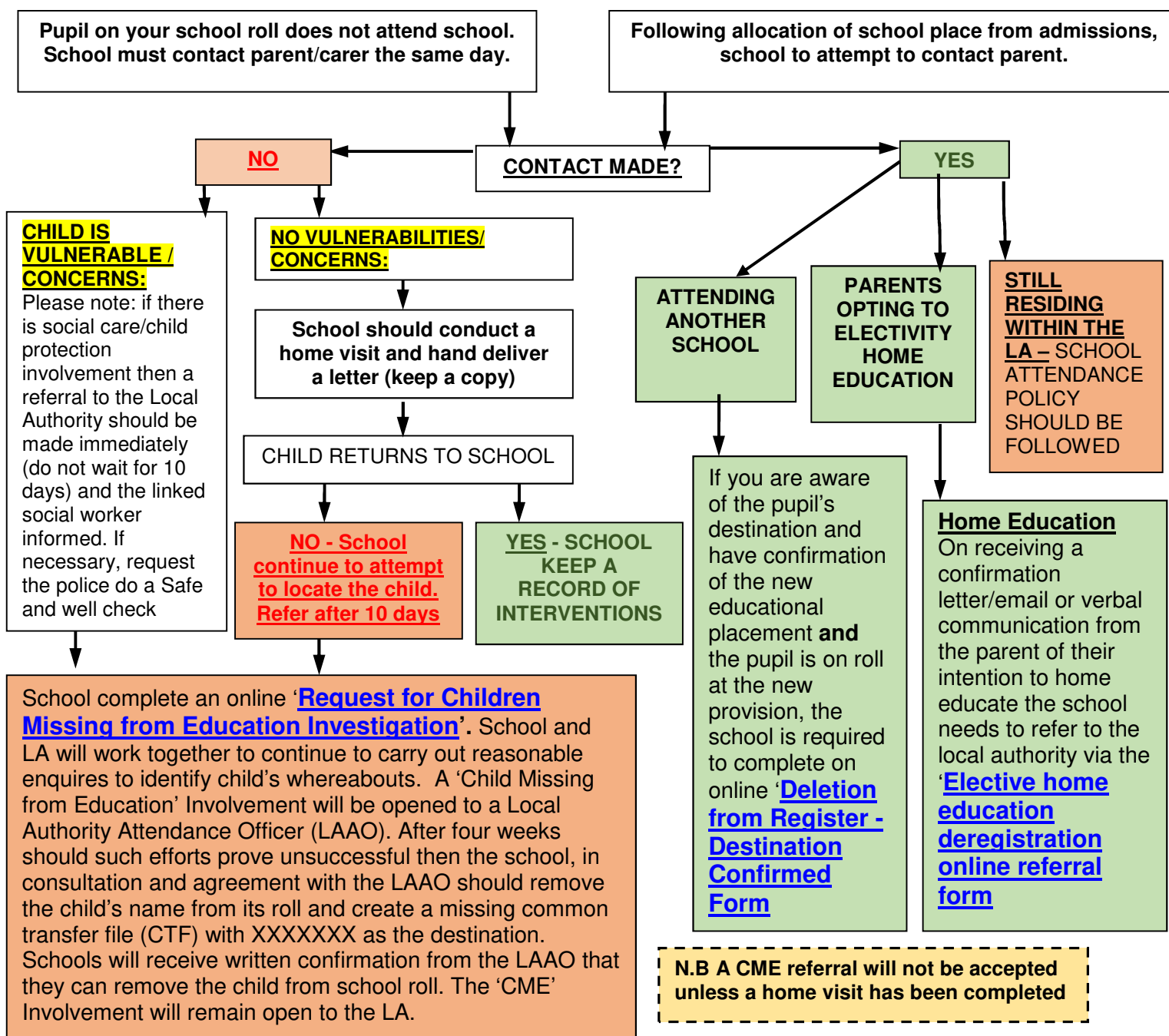


## PART 3:

# PUPIL ABSENT FROM SCHOOL - Cambridgeshire School Process for Children Missing from Education



### Vulnerable child – examples:

Looked after child or accommodated child	CP or CIN register or subject of a CP investigation
Has or is in the process of being referred to MASH	Has significant additional support/learning needs
Has medical issues including mental health	Is a victim of bullying
Has cultural issues	Is at the centre of a custody dispute
A house where you're aware of domestic violence	Is open to Early Help
Has a history of running away	Is a young carer
History of substance misuse personally and/or within the family	

### Footnotes:

1. If at any time during the process the school or any agency believes the child may be at risk, CP procedures must be implemented.
2. If the child is on the CP register the social worker or team manager must be notified immediately
3. Records should be kept of all actions taken, decision reached and outcomes

# SCHOOL CHECKLIST

Use the recommended checklist below as a guide to taking proportionate action when a child is absent with no contact.

Schools should triage each case to determine the priority and urgency of particular interventions, for example home visit.

Keep a chronology of all your attempts to contact the family, copies of emails, voice mail messages, home visits, letters sent / hand delivered etc and the outcome of these checks. Include the phone numbers and email addresses you've tried.

## First Day Response

- Contact all emergency contact numbers as well as parent/carer.
- Check with siblings in other schools.
- Check what other staff may know.

Suggested steps the school should take if the child has been identified as **vulnerable**

- As Above - plus.
- Do a home visit and leave a letter if there is no response (keep a copy).
- Contact relevant agencies involved with the family / child.
- Make all reasonable and practical efforts to locate the child / family. This could include speaking to neighbours, known friends of the family, extended family, community members, GP, Police etc.

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## Day 2 – 10

- Continue to make all reasonable and practical checks to contact the child, parent/carer, family.
- Do a home visit and leave a letter if there is no response (keep a copy).
- Check with health professionals e.g. school nurse.

## (Day 2 – 5 for vulnerable child)

As above with day 1-10 plus:

- Continue to liaise with named person such as a Social worker, family worker etc.
- Check with the police, if appropriate.

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## Day 10 (Day 5 for vulnerable child)

- Complete the online CME referral with as much detail as possible & attach your chronology.
- Continue to work alongside the LAAO allocated the CME until the child is found or the LAAO advises school they can take off roll.
- If you gain further information after the child is off roll, notify the LAAO who was working on the case.

**CME Referrals will only be accepted if the appropriate levels of investigation has taken place**