



CHILDREN MISSING IN EDUCATION POLICY

At Deepdene we believe it is our responsibility to have a robust process to investigate any of our children missing in education.

The School Secretary will:-

- Get registers in promptly.
- Read absence e mails.
- Produce a list of children absent with no explanation.
- Start first day calling for children absent without explanation.
- Call all numbers on the contact list.
- Leave a message if there is a voicemail option.
- Contact by e mail / text.
- Call the contact list at least twice.
- Consider, with the SLT, whether any children have additional agency support, such as a social worker and contact them.

Procedure if still no reply by the afternoon

- Make a home visit.
- If no answer we will refer to Children's Services / Front Door for Families / Police and request a welfare call.

Ratified by the SLT in August 2018