



Alwyn and Courthouse Federation
Every child flourishing

Children Missing in Education procedures.

If a child is absent and we have not been informed why:

Day 1

Alwyn will send automatic text to parents/carers (Bromcom) asking them to contact the school office at 9.40am. In the afternoon, office team will make a follow up phone call if no contact to establish the cause of absence and when the child is likely to return.

If child has a social worker attached then they must be contacted by the DSL.

For vulnerable children, inform the DSL / Head of school of the child's absence

If parents/carers cannot be contacted, emergency contacts will be telephoned. If siblings are in another school, contact the school to determine family circumstances.

Office team to log all calls (time, date, conversation summary).

SLT/DSL to decide if a home visit needs to be made or police contacted.

Day 2

Repeat procedures from day 1. Office team to log all calls (time, date, conversation summary).

Text sent to parents / carers stating that the DSL / Head of School / Executive Headteacher will visit the home to check on the welfare of the child if they do not contact the school by 12.00pm.

Home visit after 12.00pm if there has still been no contact. Record of visit and risk assessment completed by DSL / HoS / EHT. Enter on CPOMS.

Day 3 - 9

Office team to contact parents/carers/emergency contacts in the morning by phone and text. Contact siblings school and emergency contacts.

Reasonable enquiry letter to be emailed and posted to parents/carers. Repeat home visit to families address.

If parents / carers cannot be contacted, office team to log the call in SIMS.

Day 10 – 19

Office team to contact parents/carers in the morning by phone and text.

Resend the reasonable enquiry letter to home address and email

Discuss with allocated education welfare officer and follow advice.

Notify RBWM Education Welfare Service by completing the [CME referral form](#).

[Click here](#) for further information on Education Welfare Services