

Farcet CofE Primary School Child Not In School Procedures

1. If a child is not in school when the registers close at 9am and no explanation has been via telephone or email, Mrs Oldfield will then call the first child's contact by 9.30am to gain an answer.
2. If there is no answer, a phone call will be made to the second child's contact to gain an explanation for their absence.
3. If no reasonable explanation is given, an email will be sent by Mrs Oldfield to the child's parents that a home visit will be conducted.
4. If there is no response by 10am, Designated Safeguarding Leads (DSLs) will conduct a home visit to check on the child's well-being and safety. They may speak to neighbours if there is no answer.
5. If no contact by 11:30am, the police will be contacted on a non-emergency number to report the child missing. The Local Authority will also be informed. DSLs will repeat a home visit daily until the whereabouts of the child is established.