



Guyhirn Church of England Primary School

& Pre-School



Absent from School

Parents Protocol

Parents / Carers are expected to contact school by 9am on the first day of absence.

On the school Admission form parents / carers will be asked to supply details of at least two people who can be contacted in an emergency, and these details will be reviewed on a termly basis through parents' evenings and or newsletter reminders and through the MCAS App.

School Protocol will follow when a child is absent and no contact is made by the Parent / Carer

First day of absence

If the school has not been informed as to the reason for a child's absence, then they will contact the person allocated as priority 1 on the child's emergency details. The school aim to do this by 9:15 am each day.

The school will continue to try to make contact via email and telephone throughout the first day of absence.

Checks will be made with other schools if the child has any siblings of school age to ascertain if they are in school.

Vulnerable Children

The school will prioritise those children considered vulnerable e.g. Looked After Children; children subject to Child Protection Plans; children open to Social Care as a Child in Need; children who have previously been reported missing and primary aged pupils who make their own way to school.

If the school is unable to contact any of the emergency numbers provided, and is concerned for the welfare of the pupil, the school will undertake a home visit.

This will entail the head teacher or Assistant head teacher with an additional member of staff visiting the home address and conducting a home visit to ascertain the whereabouts of the child. Staff will complete a Home Visit Log.

If no contact is made through the visit then the school can make a referral to the Police to conduct a welfare check for the safety of the child.

Any welfare checks will be logged on CPOMs.

Second day of absence

The school will continue with all reasonable and practical checks to contact the parent, carer, family.

Undertake a home visit and leave a letter if there is still no response.

Third day of absence

The school will continue with all reasonable and practical checks to contact the parent, carer, family.

Undertake a home visit and leave a letter if there is still no response.

If no contact is made, the school will contact the Police for a welfare check.

Day 10 (Day 5 for Vulnerable children)

The school will complete a Child Missing in Education referral and work with the local authority attendance officers to locate the child until removed from school role.

Review date September 2026