



KINGSWOOD SECONDARY ACADEMY

What are the school's responsibilities when a child is absent?

Kingswood Secondary Academy will always assess the child's safeguarding risk at their own address using Northamptonshire.gov.uk thresholds and pathways. If the judgement is the child is at risk of harm, we will contact the police or social care immediately.

If a pupil is absent, all schools have a responsibility to contact the parent or carer **on the first day of absence** and continue to make every effort to locate the pupil. When we have identified the child is not in school, we will follow the procedure below.

Day 1 - Text

A staff member trained to do so, telephones the child's home to seek reasons for the absence and reassurance from a parent or carer that the child is safe at home.

Response from parent	Next step from school
There is no answer to text then we will telephone the home or mobile numbers	Call back. Risk assess after 2 hours
The parent/carer answered the call, the child is safe with them	Ask for reason for absence and record on your school's attendance management system
The person answering is not the parent/ carer and the school is not reassured that the child is at home or safe	The school's designated lead for child protection should be consulted on a risk assessment and the degree of vulnerability of the child (We will follow the risk assessment and CME checklist)
The parent/carer answered the call, the child is not with them or safe and the parent is concerned	School to advise the parent to: <ul style="list-style-type: none"> • Contact the local police station to inform them that the child is missing • Contact all people and places the child is known to talk to and visit to tell them that the child is missing and ask if they can help to find the child, by providing information which may shed light on the child's whereabouts or actively searing for the child • Contact the family GP and Accident and Emergency Centres near where the child lives and goes to school, in case he/she has sustained an injury and been taken in for medical treatment • Report back to school if the child is found or remains missing

Day 2 - Follow up text and phone call

A subsequent telephone call must be made either from the school landline or preferably a mobile phone.

Day 3 – Write/email parents

Once we have tried further texts and phone calls. If there is no response then we will write or email to the parent in plain English, asking for contact to be made with the school immediately. Please give the parents/carers 3 working days to make contact and if you are aware that English may not be the parent's first language, copy the letter into a language that may be more accessible.

Day 5/6 - Home visit

Arrange a visit to the home address ensuring that risk assessments are in place

Once we have completed these checks (or within 10 days, whichever is earlier). If the child has not been seen and the parents/carers have not made contact with either, schools must report the child as missing from education.