**BEWSEY LODGE PRIMARY SCHOOL**



**CHILD MISSING EDUCATION (CME) PROCEDURE**

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| Date of Review | October 2023 |
| Date of next Review | October 2026 |

Absent children are identified through class registers. If a child is not in school by 9.15am and no message has been provided by parent/carers the following procedures will be followed by the Office Manager (Kelly Smith):

1. Check signing in register
2. Check the answering machine
3. Check the Bewsey Facebook page
4. Check the inbox on the text to parents service
5. Call to first emergency contact number. If no reply leave a message asking parent/carer to ring as their child is not in school.
6. Send a text to first emergency contact number on the text to parent service asking parent/carer to ring as their child is not in school (prescriptive text).
7. Repeat above two bullet points for other emergency contact numbers (please note, school ensure that all children have at least two emergency contact numbers on file).

**Further actions that may be necessary:**

* If child/ren are absent for a second day repeat all of the above procedures.
* If no response from the above, staff may speak to the Attendance Manager (Nat Muia), the DSL (Liz Bailey) or the DDSL (Gail Price) if social care are involved, if it is out of character or a concern is raised. The DSL will then contact the relevant agencies e.g. social worker/family outreach worker.
* Within five days contact is made with the sibling’s school/s. The decision as to when this is done is made based on each individual case.
* Within five days a home visit is carried out by Liz Bailey (DSL) and Gail Price (Deputy DSL). The decision as to when this visit is carried out is made based on each individual case. If there is no reply during a home visit staff will look through windows, look through letter box, check bins, go round to the rear of the property and if appropriate speak to neighbours. A letter will be put through the door with stating the purpose of the home visit.
* DSL/Deputy DSL contact the CME Lead at the Local Authority, Dave Sampson ([dsampson@warrington.gov.uk/](mailto:dsampson@warrington.gov.uk/) 01925 442261) if school have ‘lost’ the family and checks to locate them have failed. If the child is not attending but is still in the area this is an attendance issue and we then follow our attendance procedures
* Further advice can be sought from the Safeguarding Team (01925 443322)