# BEWSEY LODGE PRIMARY SCHOOL



# CHILD MISSING EDUCATION (CME) PROCEDURE; first day response

Date of Review	March 2025
Date of next Review	March 2028

# **School Attendance Procedures**

## Parents will:

Ensure that all parent/carer and emergency contact information is up to date on our system.

Contact school on the first day of absence before 9.00 a.m. providing your child's details and the reason for their absence.

Contact school on every further day of illness before 9.00 am providing your child's details and the reasons for their ongoing absence.

Provide any further information to support your child's absence if requested to by our team as we may request medical evidence if your child is having multiple periods of absence which are reported as being due to medical reasons.

### School will:

Take daily registers and office staff will make appropriate calls, prioritising more 'vulnerable children' by 9:30 a.m.

Reasons provided for absence by parent/ carer and no concerns raised.

No Reasons provided for the absence – Trigger First Day Response Procedures Below.

From 9:00 a.m. call everyone on contact list (twice). Leave a message and send a SchoolPing/Facebook message.

Call a sibling's school to make further enquiries.

Speak to Senior Leadership Team (SLT), class teacher, Deputy Designated Safeguarding Lead (DDSL) to share any additional information.

Request a prompt home visit from DDSL or Senior Leadership Team.

If access or contact cannot be made, a referral may be made to the MASH Team / Police to request a welfare call.

If the family are visible and safe but access cannot be gained, a referral will not be made unless the children are perceived to be at risk.

A letter will be sent reminding parents of procedures. The DDSL or Attendance Manager will arrange a meeting with parents/carers depending on the results of the first day response.