

MANAGING UNEXPLAINED ABSENCES

Documented approach to unexplained absence



Absent
message



Absence no contact

Pupils who have not been registered in the morning will be flagged to the attendance team, communication channels are checked and an absent text/MCAS push notification is sent to parent(s)/carer(s) where no contact has been made.



Call
contacts

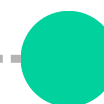


No contact following absent message

No contact following the absent message will prompt calls to contacts in order of priority. If we are unable to reach the main contacts for a pupil we will try **all** contacts listed.



Home
Visit



No contact following phone calls

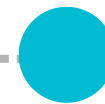
Our Attendance Officer and Family Support Worker will make a home visit to ensure the welfare of all members of the household.



Unexplained absence occurs when a student does not attend school and there is no communication from a parent or carer. This situation is regarded as a significant safeguarding issue.



Contact
Sibling
Settings

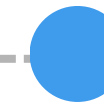


Collaborative Safeguarding

If contact is not established at the home visit and details are held for sibling education/care settings, we will reach out to the setting for a collaborative safeguarding approach.



C M E



Child Missing in Education Referral

Under safeguarding legislation pupils who have unexplained absence for 3 consecutive days will be referred to Southampton City Council as a Child Missing in Education.