

## Dovecote Unauthorised Absence Response 2026



At any point if anyone is concerned about the child's well-being imminently inform DSLs and Headteacher and they will make a decision on appropriate action – this can include contacting the Police and asking them to conduct a safe and well check.

### 1<sup>st</sup> Day of Unexplained Absence

- A text message sent and call made to parents/carers by office after registers are taken and a class Dojo by class teacher, during the day.
- DSLs or SLT to be notified of absence for children with safeguarding concerns (home visit may be needed for vulnerable pupils).

Priority factors to consider:

- Any children for whom there are safeguarding concerns.
- Any absence for children with Safeguarding concerns should be logged onto MyConcerns.
- Any children on the persistent absentees list (below 90%)
- Any instance where the absence seems suspect – i.e. it seems possible/likely that the absence is not illness related (e.g. birthdays, possible holiday etc).
- Any instance where the absence may have an additional impact on the child, (e.g. child has in-school NTS assessments/is on a trip in the afternoon etc).
- Any child where there is a history of unexplained absences.
- Any child whose parent is known to have a life-limiting condition or health conditions which impact on attendance.
- Any child who is affected by a sibling illness.

Home visit to take place by a member of the attendance team where needed.

### 2<sup>nd</sup> Day of Unexplained absence

Repeat Day 1 procedures.

### 3<sup>rd</sup> Day of Unexplained Absence

- Ensure that all contact numbers have been tried. If a number is incorrect or does not connect, new numbers MUST be chased. Each child should have at least 2 numbers to try.
- Ensure that somebody has visited the property (visit letter left if no one is present). Every effort MUST be made to gain access- ask neighbours if they have seen the child.
- Message sent to DSLs and all appropriate staff including Headteacher, reporting absence (although this should be done on 1<sup>st</sup> day of absence for children with safeguarding concerns).
- Memo given to Class Teacher asking that they report any relevant information to the office.

- Absence to be logged onto MyConcerns if no contact made with parents/reason provided for absence (for children with safeguarding concerns this should be an update to previous logged concern from day 1).

#### **Days 4-7, 8-10, 11-20 of Unexplained Absence**

- Continue to try to make contact.

#### **7<sup>th</sup> Day of Unexplained Absence**

- Re-check that all contact numbers have been tried.
- A second visit to the property to be made (visit letter left if still no one is present).
- Email or Teams message sent to DSLs and all appropriate staff and Headteacher reporting that child remains absent.
- Contact CME, Child Missing in Education team and follow the advice.

A letter to be sent (copy to be retained), requesting contact from the parents/carers and informing them of imminent referral to Education Welfare and the potential impact.

- Concerns to be updated on MyConcerns.
- Headteacher and SLT to be informed on 10th Day of Unexplained Absence
- Additional home visit to be made and concerns recorded on MyConcerns.
- Repeat for 20th Day of Unexplained Absence
- Senior Management Team to determine if a child is removed from roll following consultation and agreement with the Local Authority. If so:
  - Letter issued to parents/carers.
  - Child Missing in Education form to be completed on the Schools Information Portal.
  - CTF to be uploaded.
  - Child only to be removed from roll once agreed by Local Authority or if school is informed that the child is attending another school.