



*Learning, Growing and Achieving
Together*

**Firs Estate
Primary School**
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Missing Children Protocol

As part of our commitment to 'Safeguard our Pupils' the following procedures are agreed and implemented to ensure we deal quickly and effectively to safeguard we have no 'missing children'.

When we are contacted by the Local Authority (our Admissions Manager) to admit a child onto our school roll the family is contacted within 5 working days of receipt of the request informing them of an admission date.

If the child is not brought to school on the morning of that date the school must contact the parent/carer on that day to enquire why the child has not arrived and arrange for admission the next day. If the child does not arrive the next day the parent/carer is contacted again. If admission is not made by the 'latest admission date' the school's EWO and LA are informed.

If contact cannot be made with the parents/carers, contact details are verified with the LA and parents/carers are called again. If contact is unsuccessful the LA and EWO are advised.

Where a child who is on the school roll doesn't attend school first day calling and texting protocols for absence are applied. If contact has not been made from the parent/carer and a reason for absence and potential return date is not obtained with 5 days the EWO is advised and a request made for a home visit and feedback given to school.

If the child is on school's safeguarding monitoring list at any level/category a call from school to children's social care is made on the day of absence unless there is a suitable explanation from parents/cares or social worker. Where Child Protection Plans are in place a visit is made by school or social care the same day.

When a child on our school roll leaves for any reason other than transferring to another school and this is verified the EWO must be notified with 10 working days. The EWO will make checks and do a home visit before confirming with school the pupil can be removed from roll.

March 2016