



# Attendance Policy

The Governors and staff of Lowton Church of England High School are committed to the provision of a high quality education in a Christian context. We aim to provide a school where we can live out our ethos of Caring, Learning and Succeeding on a daily basis. At the heart of the commitment is the notion of the uniqueness and infinite worth of the individual, that every person is valuable in the eyes of God

**Signed:**

**Deputy Headteacher**

<b>Date effective from</b>	September 2021
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<b>Person responsible</b>	Heather Clare
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## Introduction

1. It is the aim of the School to support every pupil to have maximum attendance, this means that we want every student in the school to aim for a minimum target of 97% attendance. To realise this aim, the School will work in partnership with parents and outside agencies to offer pupils academic and pastoral support.
2. The policy should be implemented alongside the Department for Education guidance document 'School Attendance' (<https://www.gov.uk/government/publications/school-attendance>) and the School Behaviour Policy which sets out the protocols for the day to day management of behaviour, including punctuality.
3. We recognise that following the COVID lockdowns, some families may be struggling to ensure that their children reach the 97% target. We will support these families and students by working closely with our education welfare service.

## Aims

4. We are committed to meeting our obligations with regards to school attendance by:
  - Promoting excellent attendance and reducing absence, including persistent absence
  - Ensuring every student has access to full-time education to which they are entitled
  - Acting early to address patterns of absence

We will also support parents to perform their legal duty to ensure their children of compulsory school age attend regularly, and will promote and support punctuality in attending lessons.

## Definitions

5. 'Session' is a term related to the recording of absence data - every school day must have two 'sessions' (morning and afternoon).
6. 'Authorised absence' means that the School has either given approval in advance for a pupil of compulsory school age to be away, or has accepted an explanation offered afterwards as justification for absence.
7. 'Unauthorised absence' is where the School is not satisfied with the reasons given for an absence.

## Legal Duty

8. This policy meets the requirements of the [school attendance guidance](#) from the Department for Education (DfE), and refers to the DfE's statutory guidance on [school attendance parental responsibility measures](#). These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:
  - Part 6 of [The Education Act 1996](#)
  - Part 3 of [The Education Act 2002](#)
  - Part 7 of [The Education and Inspections Act 2006](#)
  - [The Education \(Student Registration\) \(England\) Regulations 2006](#) (and [2010](#), [2011](#), [2013](#), [2016](#) amendments)
  - [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

This policy also refers to the DfE's guidance on the [school census](#), which explains the persistent absence threshold.

## School commitment

9. Everyone in school is committed to promoting good attendance and punctuality.
10. The School will support pupils and parents to achieve good attendance and punctuality, working closely with parents where absence is a cause for concern.
11. The School strives for 100% attendance for all pupils. **The whole school attendance target is 97%.** If a pupil achieves at least 97% attendance in one whole school year, they will have missed less than 5 days from school.

## Responsibilities

12. The **Governing Body** will:
  - The governing board is responsible for monitoring attendance figures for the whole school on at least a termly basis.
  - Hold the headteacher to account for the implementation of this policy.

13. The **Senior Leadership Team**:

The headteacher has responsibility for ensuring there is named member of the senior leadership team overseeing the management of attendance.

**The headteacher delegates the responsibility of whole school attendance to the Deputy headteacher.**

**Deputy Headteacher for Safeguarding, Attendance: Miss H Clare**

The **Deputy Headteacher** will:

- Ensure the school ethos promotes and celebrates good attendance and punctuality.
- Ensure the policy is followed by all staff
- Manage the pastoral team to fulfil their duties in relation to this policy
- Ensure the school adheres to KCSIE including CME/EHE and mid-year admissions.
- Monitor data on attendance via weekly reports from the Senior Pastoral Leader.
- Promote the importance of excellent attendance and punctuality to all stakeholders
- Determine, in collaboration with the Senior Pastoral Leader and EWO, whether to authorise any proposed absences requested on the School's official request form, or absences for which no request was made/approved.
- Along with the Headteacher, authorise any Education Penalty Notices in relation to attendance.
- Contributing to the school improvement plan, with a focus on attendance and punctuality improvement.
- Provide the Governing Body with half-termly data on attendance and punctuality, including data about pupils who are persistent absentees and review practice in relation to attendance and punctuality.

14. The **Senior Pastoral Lead** will:

- Monitor and analyse whole school absence data, identify causes for concern and report this to the Governors.
- Ensure appropriate levels of support are offered and impact of interventions is measured.
- Ensure safeguarding procedures are followed consistently and there is appropriate communication with external agencies where necessary.
- Manage the school Early Help provision, ensuring adequate staff supervision and CPD

- Monitor attendance data across the school and at an individual student level
- Support the pastoral team in line with the school attendance strategy
- Collate and reporting attendance data to the Deputy Headteacher and Headteacher on a weekly basis
- Provide an Annual Report on attendance and punctuality to the Governing Body.

15. The **Heads of Year** will:

- Monitor attendance on daily, weekly, half-termly, termly and annual basis, contacting parents of pupils who have been identified as at-risk, to challenge absences and encourage early return to school.
- Have a weekly attendance meeting with the Local Authority Attendance Officer in order to identify concerns and formulate action plans
- Send letters to parents of students whose attendance is causing concern
- Ensure data on attendance and punctuality is passed onto form tutors
- Where appropriate, visit the home and/or make a referral to the Local Authority' Attendance Service.
- Issue appropriate sanctions to pupils for whom attendance and punctuality is a cause for concern.
- Work with the Senior Pastoral Lead and Deputy Headteacher to maintain an up to date Attendance Risk Register via the safeguarding dashboard.
- Implement, monitor and review attendance action plans

16. The **Local Authority Lead Attendance Officer (Mrs K Ralph)** will:

- Contribute and advise on the school development plan and implementation of the attendance policy, procedures, and whole school attendance improvement strategy.
- Meet with the Senior Pastoral Lead to review attendance policy, procedures, escalation process and data.
- Advise on good practice to monitor and analyse school-level absence data.
- Advise school on Pupil Registration regulations, CME/EHE and mid-year admissions in line with KCSIE
- Work alongside SENCO to support vulnerable students to reduce barriers to learning.
- Producing weekly attendance data for all students meeting regularly with Heads of Year to agree actions
- Leading individual Early Helps and communicating with external agencies where appropriate
- Communicating with parents and carers to overcome barriers to school attendance using the Signs of Safety framework
- Contribute to parental engagement interventions including face to face meetings and home visits.
- Implement escalation processes in line with local authority procedures including the Education Penalty Notices and enforcement referrals.
- Work in line with Wigan Threshold of need and escalate cases where appropriate

17. **Form Tutors** will:

- Provide regular advice, encouragement, challenge and support to the registration group as a whole and individually to pupils about the importance of regular attendance and punctuality using the data provided by the Head of Year.
- Ensure that the attendance register using SIMS is taken at the start of the form period.
- Ensure pupils' absence notes or verbal messages related to attendance and punctuality are provided to the Attendance Administrator, Mrs Platt.

- Promote excellent attendance and punctuality to school and ensure appropriate follow up to persistent absence or lateness.
- Liaise with parents to identify any barriers preventing students attending school.
- Deliver form time attendance education
- Implement individual intervention

18. The **Attendance administrator (Mrs Platt)** will:

- Monitor registration on a daily basis.
- Be the first point of contact for parents and relevant school staff regarding pupil absence and appointment
- Accurately record any cases of Covid-19 and share this information with the Senior Pastoral Lead and the Headteacher weekly.
- Communicate with parents of absent students via the truancy alert on a daily basis
- Send a list of students for whom parents have not responded to the truancy alert, to the student support managers and the senior pastoral lead each day by 10:15am.
- Produce a daily absence list and disseminate to key pastoral staff.
- Be the first point of contact for students with attendance/illness issues and parents or carers with attendance queries
- Complete any attendance admin tasks
- Record and monitor student attendance data to ensure accuracy.

19. **Parents** will:

- Be aware that it is an offence for their child to be absent from school without a valid reason.
- Be aware that only the School can determine if an absence from school is 'authorised'.
- Ensure their child arrives at school on time, dressed in full uniform and ready and equipped to learn.
- Inform the School if their child is unable to attend, including the reason for absence and the expected date of return. This phone call must take place each morning of absence before 8am.
- Ensure that all appointments, where possible, are arranged after school.
- Avoid arranging holidays/leave during term time except in exceptional circumstances.
- Ensure that all requests for leave during term time are made by completing the 'Leave of Absence During Term Time Request Form', where possible at least 1 month in advance.
- Be aware that for unauthorised absences, the Headteacher reserves the right to apply to the Local Authority to issue a penalty notice (fine) or remove a child from the roll of the school.
- Ensure their child attends all intervention programmes agreed by the School.
- Promote the importance of excellent attendance and punctuality to their child
- Ensure their child has the means to travel safely to school and arrive on time, by 8:30am
- Supply medical evidence if their child is absent for more than 3 days (NB: If medical evidence is not supplied beyond 3 days, the absence will be deemed unauthorised)
- Work in partnership with the school to overcome barriers to school attendance. This may involve a multiagency approach
- Supply at least two accurate and up to date named contacts for school liaison

20. **Pupils** will:

- Aim to achieve 100% attendance and punctuality by arriving to school on time every day (by 8:30am).

- Come to school well prepared and with the right attitude; to enjoy and achieve.
- Be punctual to all lessons.
- Where necessary, work with external agencies who will help them to improve their attendance

## Recording attendance

21. The School will keep an attendance register on SIMS, and place all students onto this register. We will take our attendance register at the start of the first session of each school day and once during the second session. On each occasion they must record whether every pupil is:
- Present;
  - Attending an approved educational activity;
  - Absent; or
  - Unable to attend due to exceptional circumstances.

In addition, all teaching staff must check that the pupils timetabled to be in their lessons are present for each of the six lessons.

We will keep every entry on the attendance register for 3 years after the date on which the entry was made. Students must arrive in school before 8.30am on each school day.

The register for the first session will be taken at 8.35am. The register for the second session will be taken at the start of period 4.

22. Registers will be marked using the Department for Education Attendance and Absence Codes (see appendix 3).

## Absences

### 23. **Unplanned absence**

The student's parent/carer must notify the school on the first day of an unplanned absence by 8.00am or as soon as practically possible.

Parents and carers should notify the school of all unplanned absences by calling 01942 767040. There is a facility to leave a voicemail 24hrs per day. Parents must state the full name and year group of their child and the reason for absence.

We will mark absence due to illness as authorised unless the school has a genuine concern about the authenticity of the illness.

At times, the attendance team may need to contact home to clarify the reasons for absence. If the authenticity of the illness is in doubt, we may ask the student's parent/carer to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised.

### 24. **Planned absence**

Parents and carers aim to schedule medical and dental appointments beyond the school day in order to minimise lost learning time.

If this is unavoidable, attending a medical or dental appointment will be counted as authorised as long as the student's parent/carer notifies the school in advance of the appointment and provide medical evidence of the appointment. Where this is not possible, the student should be out of school for the minimum amount of time necessary.

Parents and carers should notify the school of all planned absences by calling 01942 909009 (option 1). There is a facility to leave a voicemail 24hrs per day. Parents must state the full name and year group of their child and the reason for planned absence.

The student's parent/carer must also apply for other types of term-time absence as far in advance as possible of the requested absence.

### 25. Lateness and punctuality

A student who arrives late:

- Before the register has closed will be marked as late, using the appropriate code. The minutes late will also be recorded. This is monitored by subject leads and pastoral managers.
- After the register has closed will be marked as absent, using the appropriate code. This is monitored by the attendance team.

Students who are persistently late will be issued with an appropriate sanction and parents will be notified and expected to support the school.

### 26. Following up absence

Where any child we expect to attend school does not attend, or stops attending, the school will follow up on their absence with their parent/carer to ascertain the reason. In addition to this, the school will:

- Send an automated text each morning to inform parents of unexpected absences
- Phone any parents who do not respond to this text
- Ensure appropriate safeguarding action is taken where necessary. This may include measures such as home visits and/or liaising with safeguarding partners
- Identify whether the absence is approved or not
- Identify the correct attendance code to use

### 27. Reporting to parents and carers

Parents and carers will receive a termly letter regarding their child's attendance. Within this written communication, parents will also receive guidance on how to improve their child's attendance and useful information regarding links between attendance and student outcomes.

In addition to the termly communication, Parents and carers will also be contacted if:

- A pattern of absence is identified
- Student attendance is declining and becoming a concern
- Student punctuality is declining and becoming a concern
- A student has been absent without an appropriate reason
- An attendance issue needs further intervention from the local authority and/or an external agency

## Attendance and absence data

28. The tables below equate percentage attendance to time missed from school.

**Table 1: Attendance over one whole school year for each pupil**

Attendance	Missed Days
100%	0
98%	Less than 4 days / 8 sessions
97%	Less than 5 days / 10 sessions (school target)
95%	Less than 10 days / 20 sessions

90%	20 days / 40 sessions
85%	27 ½ days / 55 sessions
80%	37 ½ days / 75 sessions

**Table 2: Attendance over 5 years for each pupil**

Attendance	Missed Weeks
85-90%	19 weeks = ½ year absence from school
80%	38 weeks = 1 full year absence from school

## Authorised and unauthorised absence

### 29. Approval for term-time absence

The headteacher will only grant a leave of absence to students during term time if they consider there to be 'exceptional circumstances'. A leave of absence is granted at the headteacher's discretion following a discussion with the attendance team. If a parent or carer intends to request an authorised leave of absence, they should do so in writing, in advance and addressed to the headteacher.

The school considers each application for term-time absence individually, considering the specific facts, circumstances and relevant context behind the request.

Valid reasons for **authorised absence** include:

- Illness and unavoidable medical/dental appointments (see point 24 for more detail)
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the student's parents belong. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart
- Traveller students travelling for occupational purposes – Absence may be authorised only when a Traveller family is known to be travelling for occupational purposes and has agreed this with the school and other outside agencies.

### 30. Reducing persistent absence

Persistent absence is defined as:

- Any student who has 3 days absence or 6 sessions in a 30-day period
- Any student who has 19 days absence or 38 sessions in an academic school year
- Any student who has below 90% attendance

Working in partnership with students, parents/carers and external agencies, we aim for all students to have excellent attendance and avoid persistent absence.

To do this, a range of measures and interventions will be considered. These include:

- Universal offer of attendance education, advice guidance and support
- The delivery of clear messages about expectations, routines and consequences to new and existing students and families through admission/transition events and our regular channels of communication
- Rewards for attendance and punctuality and sanctions for absence and lateness
- Regular whole school data monitoring to identify reasons for absence, patterns, attendance of particular groups and the impact of interventions

- Robust arrangements to identify, report and support children missing education (CME)
- Effective support for children with medical conditions (including the use of individual healthcare plans), mental health problems and special educational needs (SEND)

Where attendance concerns have been identified and/or a student is at risk of persistent absence, escalation procedures will be initiated. These may include:

- Written communication with parents and carers
- Attendance review meetings with students and parents
- Attendance action plans and/or contracts
- Attendance panel meetings with senior leaders and the governing board
- Support under the Early Help Framework where appropriate
- Liaison with external agencies, including the local authority attendance teams, alternative provisions and/or safeguarding partners
- Use of Education Penalty Notices

Please see appendix 3 for the escalation flowchart

### 31. Legal sanctions

The school or local authority can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age.

If issued with a fine, or penalty notice, each parent must pay £60 within 21 days or £120 within 28 days. The payment must be made directly to the local authority.

Penalty notices can be issued by a headteacher, local authority officer or the police.

The decision on whether or not to issue a penalty notice may consider:

- The number of unauthorised absences occurring within a rolling academic year
- One-off instances of irregular attendance, such as holidays taken in term time without permission
- Where an excluded student is found in a public place during school hours without a justifiable reason

If the payment has not been made after 28 days, the local authority can decide whether to prosecute a prosecution against the parent.

## Children missing in education (CME)

### 32. Responsibilities for Children Missing from Education (CME):

The school will enter students on the admission register at the beginning of the first day on which the setting has agreed, or been notified, that the student will attend. If a student fails to attend on the agreed or notified date, the education setting should undertake reasonable enquiries to establish the child's whereabouts and consider notifying the local authority at the earliest opportunity

The school will monitor students' attendance through their daily register. We agree to inform local authorities of the details of students who fail to attend regularly, or have missed ten school days or more without permission. We will monitor attendance closely and address poor or irregular attendance

The school must also arrange full-time education for excluded students from the sixth school day of a fixed period exclusion. This information can be found in the *Exclusion from maintained schools, academies and student referral units in England* statutory guidance. As part of our duty, we will investigate any unexplained absences. Further information about schools' safeguarding responsibilities can be found in the KCSIE.

The school will make reasonable enquiries for children missing in education. The term 'reasonable enquiries' grants schools and local authorities a degree of flexibility in decision-making, particularly as the steps that need to be taken in a given case will vary. The term 'reasonable' also makes clear that there is a limit to what the school and local authority is expected to do.

In line with the duty under section 10 of the Children Act 2004, the expectation is that the school and the local authority will have in place procedures designed to carry out reasonable enquiries. The type of procedures may include the appropriate person checking with relatives, neighbours, landlords – private or social housing providers – and other local stakeholders who are involved. We also record that we have completed these procedures. If there is reason to believe a young person is in immediate danger or at risk of harm, a referral will be made to children's social care (and the police if appropriate).

**Staff have a responsibility to report immediately to the DSL, if they know of any child who may be:**

- Missing – whereabouts unknown and unable to make contact (as a result of making reasonable enquiries)
- Missing education – (compulsory school age (5-16) with no school place and not electively home educated)

The Local Authority requires Education Settings to complete the '**Children Missing Education**' referral form. (Appendix 4) This form should be completed once the setting has completed reasonable enquiries, but failed to locate the child following 10 days of absence. The first part should be completed by school and submitted to the Children in Need Duty Team [CINdutyteam@wigan.gov.uk](mailto:CINdutyteam@wigan.gov.uk). Further check will be completed to ensure all lines of enquiry have been exhausted, before it is agreed the child is removed from roll.

Making these enquiries may not always lead to establishing the location of the child, but will provide a steer on what action should be taken next, for example, to contact the police, children's social care and, in cases where there may be concerns for the safety of a child who has travelled abroad, the Foreign and Commonwealth Office.

Where a student has not returned to school for ten days after an authorised absence, or is absent from school without authorisation for twenty consecutive school days they can only be removed from the admission register under regulation 8(1), sub-paragraph (f)(iii) or (h)(iii) if the school and the local authority have failed to establish the student's whereabouts after **jointly** making reasonable enquiries. Local authorities and education settings should agree roles and responsibilities locally in relation to making joint enquiries. This only applies if the setting does not have reasonable grounds to believe that the student is unable to attend because of sickness or unavoidable cause.

## Strategies for promoting attendance

33. **A range of strategies are employed to promote excellent attendance. These include:**

- High expectations for excellent attendance – shared with students, families and staff
- Regular communication with students and families regarding the importance of excellent attendance, linked to student outcomes and career pathways
- Attendance education through form time activities and the assembly programme
- Personal action plans and regular reviews
- Attendance incentives and rewards
- Communication with external agencies, including the local authority and safeguarding partners

## Attendance monitoring

34. Attendance is monitored in a number of ways:

The attendance administrator monitors student absence on a daily basis and appropriate action is taken.

A student's parent/carer is expected to call the school before 8.00am if their child is going to be absent due to ill health (see point 23).

The parent/carer is expected to call the school each subsequent day their child is ill. This call should also be completed before 8.00am.

If a student's absence goes above 3 days, the school will contact the parent/carer of the student to discuss the reasons for this and support the student's return to school.

If a student's absence continues to rise after contacting their parent/carer, we will consider additional measures to support the student to return to school.

Student-level absence data will be collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics. The school will compare attendance data to the national average, and share this with the governing board.

The school monitors and stores attendance data using SIMS. This data is used for internal purposes. For example, to:

- Track the attendance of individual students
- Identify whether or not there are particular groups of children whose absences may be a cause for concern
- Monitor and evaluate those children identified as needing intervention and support
- Monitor whole school trends over time

35. Monitoring arrangements

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum annually by **Heather Clare, Deputy Headteacher**. At every review, the policy will be approved by the full governing board.

## Links with other policies

36. This policy links to the following policies:

- > Safeguarding policy
- > Behaviour policy
- > KCSIE

## Appendix

### Appendix 1: Leave of Absence During Term Time Request Form

#### Leave of Absence During Term Time

##### Guidance Notes

- Please ensure this form is completed at least 1 month prior to requesting leave. Completing this form **does not** mean your request has been approved.
- The Education (Pupil Registration) Regulations 2013 states that headteachers may not grant any leave of absence during term time unless there are **exceptional circumstances** (see below).
- If your leave of absence is either approved and you fail to ensure that your child returns to school by the agreed date or your child takes leave when your leave of absence request is not approved, then the absence will be marked as ‘unauthorised’ on the attendance register.
- For such ‘unauthorised’ absence, you may be liable to be issued with a penalty notice (fine). The fine is £60 per parent per child if paid within 21 days, increasing to £120 per parent per child if paid between 21 and 28 days. If one or both parents fail to pay the penalty notice in full, then you may be prosecuted. The School also reserves the right to remove your child from the roll of the school. Where this happens, please be aware that it may not always be possible to re-admit your child to the school.

**Exceptional Circumstances:** In considering whether any ‘exceptional circumstances’ apply, the Principal / Headteacher will consider if the reasons are **rare, significant, unavoidable** and **short**. The Principal / Headteacher will also take into consideration the factors listed below:

- can the event for which leave of absence is requested be reasonably taken during school holidays
- levels of attendance and unauthorised absence over the last 12 months
- any leave of absence taken previously
- whether the leave is during the exam period, controlled exam periods or will result in not meeting assessment deadlines
- age and year group of the pupil.

##### CHILD’S DETAILS

Surname		First Name	
Date of Birth		Year Group	
Address			

##### PARENT/GUARDIAN’S DETAILS

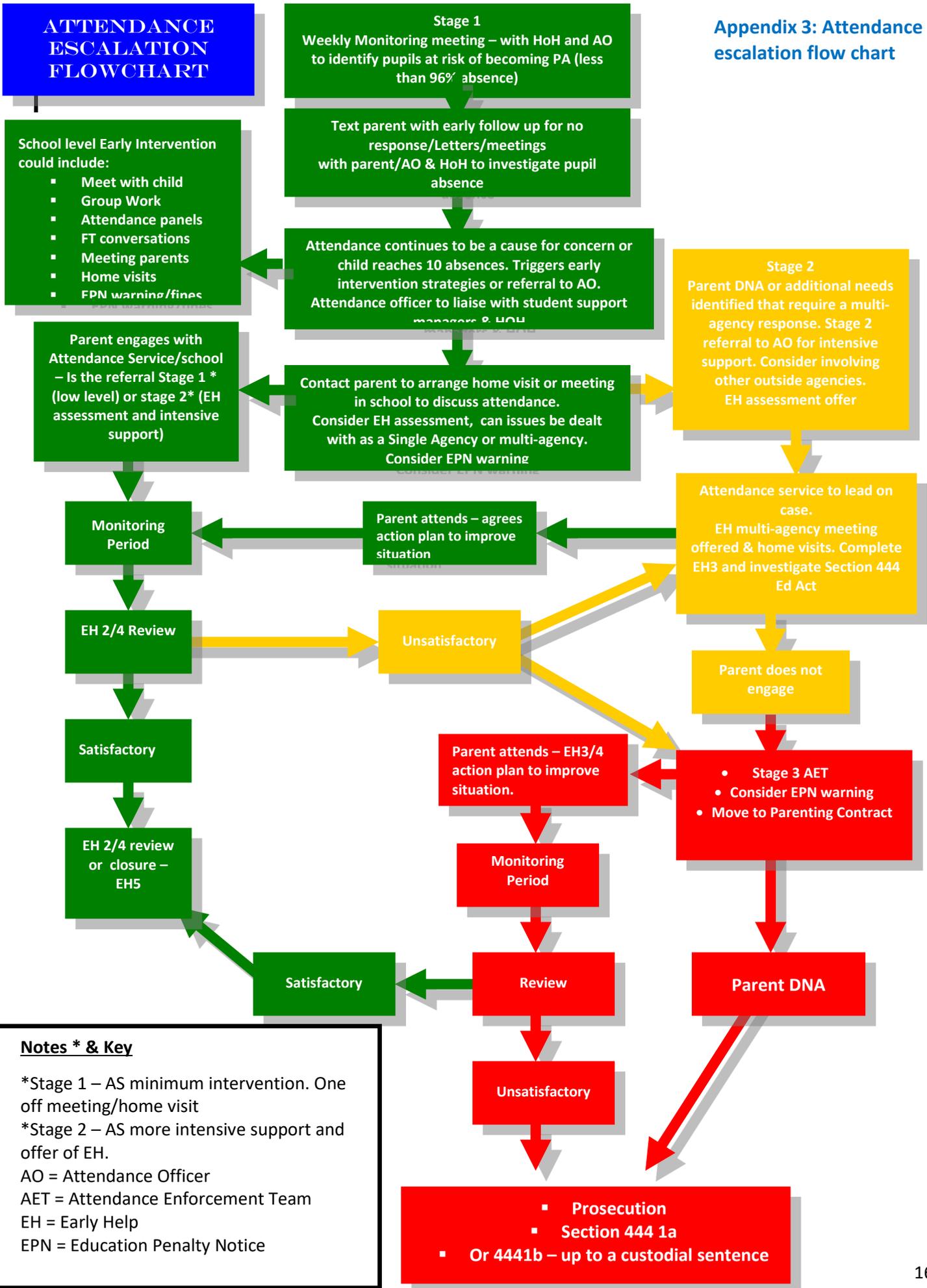
Surname		First Name	
Relationship to child			



## Appendix 2: Attendance codes

Code	Definition	Scenario
/	Present (am)	Student is present at morning registration
\	Present (pm)	Student is present at afternoon registration
L	Late arrival	Student arrives late before register has closed
B	Off-site educational activity	Student is at a supervised off-site educational activity approved by the school
D	Dual registered	Student is attending a session at another setting where they are also registered
J	Interview	Student has an interview with a prospective employer/educational establishment
P	Sporting activity	Student is participating in a supervised sporting activity approved by the school
V	Educational trip or visit	Student is on an educational visit/trip organised, or approved, by the school
W	Work experience	Student is on a work experience placement

**Appendix 3: Attendance escalation flow chart**



**Notes \* & Key**

\*Stage 1 – AS minimum intervention. One off meeting/home visit

\*Stage 2 – AS more intensive support and offer of EH.

AO = Attendance Officer

AET = Attendance Enforcement Team

EH = Early Help

EPN = Education Penalty Notice

**CHILDREN MISSING EDUCATION REFERRAL & CHECKLIST**  
**April 2020 v3**

As outlined in the statutory guidance for Local Authorities 'Children Missing from Education' are children of compulsory school age who are not a registered pupil at a school or are not receiving suitable education other if they are not registered at a school.

Where a pupil has not returned to school for ten days without authorisation the school and the local authority have a responsibility to jointly make reasonable enquiries to establish the whereabouts of the child. The appropriate completion of this checklist ensures that the Local Authority and school have fulfilled this responsibility.

It is school's responsibility to follow up all unexplained and unexpected absences in a timely manner and every effort should be made to establish the reason for a pupil's absence. If you require advice and guidance please contact the Multi-Agency Safeguarding Team on 01942 828300.

It is important that one checklist is completed for each child within the family, please do not include all children on one.

During the first 10 days of absence (reason unknown), school must complete this referral form and checklist. Once completed if the child's whereabouts remains unknown, please make a referral to the Multi-Agency Safeguarding Team [CINdutyteam@wigan.gov.uk](mailto:CINdutyteam@wigan.gov.uk) within 5 days or earlier if all checks have been completed.

**At any point if you feel a child is at risk of significant harm, FGM, human trafficking or sexual exploitation refer immediately to social care please contact 01942 828300**

Please note that if the child is residing or located in the Wigan Borough, they are not a CME and should not be removed from school roll. Policies in relation to school attendance should be followed in these cases.

**CHILD'S INFORMATION:**

Child's Name:		DOB:
Child's Address:		
Previous Address: (if known)		
School:		
Parent/carer's names:		
Parent/carer's address:		
Contact names & numbers: (include emergency)		
Any known siblings & school:		
Reason for CME checks:		
Any other agencies involved:		
Known vulnerability/risk factors Do you feel this child is at risk of harm or neglect <b>Y/N</b> please provide detail:		
Is this child Gypsy Roma Traveller? <b>Y/N</b>		
Is this child parents service personnel? <b>Y/N</b>		
Has this child had any Missing from home episodes? <b>Y/N</b>		
Is this child known to the Youth Justice System? <b>Y/N</b>		
Does this child have any SEN/learning needs? <b>Y/N</b>		
Are there any other vulnerabilities you are aware of? Please provide detail;		
Date:		

**All boxes must be completed, of not relevant please enter N/A**

**CHECKLIST:**

<b><u>School checklist</u></b>	<b><u>Dates/ Times</u></b>	<b><u>Outcomes</u></b>	<b><u>Name</u></b>
School to attempt to contact parent on first day of absence. This includes Truancy Call, First Day calling, Text, Email, all emergency contacts. Please detail all contact methods - whether a message was left, if the phone is working, is there an international dialling tone.			
School to check possible whereabouts with staff and pupils?  This should include checking with family friends, all staff members, the child's friends, social media Contact all emergency contact numbers you hold in school.			
Visit to address(es) by school.  Leave card if no answer Does the property look empty? Is someone at home but not answering the door? NB if school policy does not permit home visit a police welfare check to be requested			
Contact made with involved agencies within 5 working days (Social Care, EMAS team, School Nurse etc)			
Contact made with agencies to understand when they last had contact/saw the child (no consent needed) - Social care - school nurse (when did health have any contact with the child)			
School to contact the new school or Local Authority the child is believed to have moved to? What were the outcomes? <a href="https://www.gov.uk/find-local-council">https://www.gov.uk/find-local-council</a>			
NB – Has the child been seen? State when & by whom If not seen, what further action has been taken? (Refer to CME Policy Doc for advice)			

**ALL BOXES MUST BE COMPLETED, IF NOT RELEVANT PLEASE ENTER N/A**

Please submit this referral to  
[CINdutyteam@wigan.gov.uk](mailto:CINdutyteam@wigan.gov.uk)

Contact the MAST team on 01942 828300 for any further advice.