**Elinor Warner (Head Teacher)**

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**Child Missing From School Procedure**

If a child /children are absent for 2 consecutive days with an unauthorised absence.

Day 1

1. Nursery staff must notify the office of absences in their key groups. The office staff will then, check the late book, absent return and the main reception desk to see if child has arrived.

2. Staff must phone the parent/carer using all numbers on the contact card. If no contact is made a CR8/CR10 is completed – My Concern.

Day 2

3. Staff to repeat first step again, calling twice throughout the day.

Day 3

4. Family Support Worker or Professional Partner to be informed of absence.

5. If the child/children are still absent for 5 days a home visit must be arranged urgently.

6. If upon arrival no face to face contact is made. The family support worker must contact Edwina Langley on [edwina.j.langley@birmingham.gov.uk](mailto:edwina.j.langley@birmingham.gov.uk) the Local Authority Officer for ‘Children Missing From Education’

This procedure supports ‘Keeping Children Safe In Education’ September 2016

<https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/550511/Keeping_children_safe_in_education.pdf>

Keeping children safe in education - Publications - GOV.UK

and Birmingham Safeguarding Children Board – Safeguarding Practice Guidance

Children Missing from Care, Home and Education

***Policy Reviewed and Ratified by Governing Body on***

***Thursday 6th April 2017***

***Signed by Chair of Governors – Phil Styles Dated 6/4/2017***