**Appendix 1** Reviewed: September 2021

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|  | Children Missing in Education Document Ashurst Wood Primary School |

Parents are expected to phone the school by 9.00am on the day of absence

**Day 1**

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YES

**Day 20**

**Day 10**

**Day 5**

Able to identify that the child is at home and / or safe

Phone call to parent, seek reason for absence

Unable to identify that the child is at home and / or safe

Discuss with designated safeguarding officer

Assess child’s vulnerability: is child vulnerable?

MASH referral to be made

NO

Is the child still missing?

Is the child still missing?

**CME 3:** Child located at home and passed back to school to follow up.

**CME 1:** Child located, CME notifies school and authorises off-roll

**CME 2:** Child not located, LA authorises school to off-roll and holds child’s case

Referral to CME (Local Authority)

YES

School to undertake a home visit and continue with enquiries

NFA : Child returned to school. School follow up by meeting with parents

NO

NO

YES

Does a concern now exist?

Monitor child’s absence.

NO

YES

Follow child missing actions

Child is not at home with parent. Parent is concerned.

Child returns within 5 days