



## Absence without Authority Policy

### Policy for Alternative Provision Providers used by County Durham Schools

Reviewed:	Reviewed By:	
	Name:	Signature:
December 2023	John Southeran / Kim Turnbull	<i>J Southeran / K Turnbull</i>
December 2024	John Southeran / Kim Turnbull	<i>J Southeran / K Turnbull</i>
December 2025	John Southeran / Kim Turnbull	

If a child is absent without authority from the provision, i.e, their whereabouts is unknown, a member of staff should notify a senior member of staff. Procedures to be followed, pertinent to a particular Key Stage, should be addressed immediately.

A discussion should take place and it should be agreed who will be responsible for searching for the child. The number of staff involved and the immediacy of the search will be determined by:

1. the age of the child
2. the mood of the child
3. the time of day and
4. the adult's knowledge of the child

A thorough search of the school, grounds and vicinity should take place.

If no contact is made, the senior member of staff should decide at what stage to contact the Police. (The factors listed above, alongside the relevant 'Procedure to be Followed' document, will influence this decision). The child's parents/carers should also be contacted to inform them of the absence.

On return to school, the child should be seen by a member of staff to consider the reasons for their absence. Any reasons given should be noted recorded on CPOMS or with the child's usual school.

Regular absences without authority should lead to a formal meeting being called with the child's parents/carers.

Every unauthorised absence should be recorded by a member of staff, reported to a senior member of staff and logged on CPOMS or with the child's school.

### **Absenting procedure to be followed:**

Two members of staff to search vicinity, if a child is found:

- explain consequences
- advise return to school

If the child is **not** found:

- Contact Police for support/advice - Phone 101
- Contact Parent/Carer
- Log all details, including exact time on CPOMS

### **KS4 - Absenting**

Procedure to be followed:

Two members of staff to search vicinity, if a young person is found:

- explain consequences
- advise return to school

If a child has not returned to school after 10 minutes:

- Inform Parent/Carer (*advise that they can inform police as their child is not where they are expected to be. Parent/Carer to inform school when child returns*)

### **Police- Notification/Support**

- If young person is classed as vulnerable (mental health, history of self-harm or on medication)
- If young person is a high-level risk assessment

### **Inform Police on 101 at 2.30pm (SLT Decision)**

- If the young person has not been found.
- If the young person has not made contact or returned home.
- Log all details, including exact time on CPOMS