

Checklist for schools: Chronology of Actions

This checklist can be used to assist when schools have concerns about school non-attendance. This will ensure all checks have been carried out in line with the school's attendance policy and support the next steps from the Local Authority and/or Police.

(Please include dates, times of day, who attended and the outcome)

<p>Details of telephone contact made to parent/ carer. <i>Include number, time, date and number of calls made. Was a message left on answerphone if available?</i></p>	
<p>Details of texts sent to parent or carer. <i>What was sent, time, date. Was there a response?</i></p>	
<p>Emergency contacts of child telephoned. <i>Record the outcome of this.</i></p>	
<p>Do you know the workplace of parents? <i>Contact if details are known. Record the outcome.</i></p>	
<p>Contact made with any other family members or next of kin. <i>Record the outcome.</i></p>	
<p>Visits to last known home address. <i>Date, who attended, what was found, look through letterbox/windows. Is there a key in the door/large build-up of mail?</i></p>	
<p>Speak with neighbours - suggest three houses either side and 3 houses opposite. <i>Record details of who spoken to including numbers and record the outcome.</i></p>	
<p>Is there a car on the drive? <i>Record make, model & registration</i></p>	
<p>If no response from home visit, leave letter detailing the visit and next steps. <i>Have one prepared to take with you.</i></p>	