

Children who do not return to school from 8th March 2021

Schools should follow their normal attendance procedures from 8th March 2021.

In cases where a child is having continued absence and parents or carers cannot be contacted, school can access additional support to ascertain a child's whereabouts with support of the LA and/or the Police.

If you have been unable to see the child/children but believe them to be still living at the same address, you should complete a referral form and return to attendance@bradford.gov.uk. The Attendance Team will then contact you to discuss the case within 48 hours. If you have reason to believe the child meets the criteria of CME, please follow the process as normal.

To ensure the Local Authority has the right information available to consider any additional support available please include the information below:

- **A comprehensive chronology, including when and where child was last seen**
- **Evidence of home visits and the outcome (please ensure at least 3 visits at different times of the day)**
- **Details of communication with parents / carers e.g. text/email/calls/letters**
- **Details of any other agency involvement**
- **Attendance certificates for each child**

Please include all relevant information alongside completed referral form to attendance@bradford.gov.uk.

Following your referral, the LA will determine the next course of action in conjunction with the referrer. This may result in a joint visit between school and the Attendance Team and/or school and the Police. Actions and outcomes will be determined on an individual case basis.

Please note that any safeguarding concerns should be discussed with your Designated Safeguarding Lead and referred to Children's Social Care and/or the Police as appropriate.