



## Children Missing in Education Attendance Flow Chart

8.30- 8.45am Side doors open for children to arrive at school.  
8.45 door locked  
8.50 Registers open  
**Child in classroom for registration**

Yes

No

No

No

Child in school and marked on Sims register with /

Child arrives between 8.50 and 9.00am via office door.  
Parents signs **Late Slip** and explains lateness (monitored by LM Gov)  
Child goes to class and is registered with **L**

Child arrives after 9.00 is marked in the register with **U** unless medical reason.

Child does not arrive for school by 10.00am.  
AB phones home/mobile number 1.  
**Phone is answered**

Yes

No

Reason for absence is given and accepted.  
Appropriate code is entered in register

AB continues to contact phone numbers/ emails provided.

**Child is located**

Yes

No

Reason for absence is given and accepted.  
appropriate code is entered in register

AB continues to phone/ email given contacts for 48 hours.  
After 48 hours, neighbours and friends are contacted

**Child is located**

Yes

No

Reason for absence is given and accepted.  
appropriate code is entered in register

AB continues to phone/ email given contacts, neighbours and friends for an additional 24 hours.  
CME is completed after 72 hours up to 10 days depending on vulnerability of child and information gathered.

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