



FIRST DAY CALLING POLICY
SEPTEMBER 2018/2019



This policy applies to all pupils in the school, including those in Early Years. Any pupil under the age of 18 will be regarded as a child for the purposes of this policy

- 1) Class registers taken and returned to the office by 9:05
- 2) Late children checked against registered by 9:15am
- 3) Admin Team to check attendance.
- 4) **First day phone call** to the first name on contact list by 9:30am asking for response by Admin Team.
- 5) Ring down contact list until reply is received, ensuring where possible that someone from outside of the family home has been contacted.
- 6) **Alert** form/class teacher that first contact hasn't been reached.
- 7) **Alert** (DSL) immediately if child is absent and no contact has been made by 10.am
- 8) If DSL is not available report absent child to DDSL
- 9) Home visit made by DSL or DDSL (this will be pre-agreed with DSL/DDSL.)
- 10) If no response at home post **First Day Calling** notification through letter box with a time limit to contact school(11am)
- 11) **DSL/DDSL** Contact Police if all the above stages have been completed and there is still no contact regarding the absent child by 12 noon. This should be done using the 101 number

Implementation date	September 2018
Signed off by	
Review date	September 2019