



Whitehill Community Academy

FIRST DAY CALLING

Child Absence Protocol and Procedure



- 1) Class teacher to undertake statutory morning registration at **8:30am or 8:45am**.
- 2) Parents/Carers are expected to telephone or contact the Academy by **8:45am** on the first day of absence.
- 3) Class teacher to regularly check dojo and email communication for any absent notifications from parents/carers.
- 4) By **9am** the following checks are made by the Pastoral and Inclusion Mentors: absent slips and office emails, late children record and class dojo communication.
- 5) Class teacher to inform the Pastoral and Inclusion Mentor of any absent updates they have received after **9am** from parent/carer via dojos or email.
- 6) The Pastoral and Inclusion Mentors will make telephone contact with the parents of pupil for which the school does not know the reason for the absence. This will be done as soon as possible after **9am**.
 - **First day phone call** to the first name on contact list by **9:15am** asking for response.
 - To ring down contact list until reply is received, ensuring where possible that someone from outside of the family home has been contacted.
 - Priority will be given to calling any children with a Child Protection Plan, Child in Need Plan or a child who is deemed vulnerable.
 - If it is not possible to contact the parents/carer alert the Designated Safeguarding Lead immediately (no later than **10:30am**).
 - If the call raises concern, alert the Designated Safeguarding Lead who will contact Children Social Care.
- 7) If the Designated Safeguarding Lead is not available report absent child to a member of the Senior Leadership Team.
- 8) **Home Visit** made by Pastoral and Inclusion Mentor (this will be pre-agreed with Designated Safeguarding Lead).
- 9) If there is no response at home, a **First Day Calling** notification will be posted through the letter box with a time limit to contact school (**11:00am**).
- 10) **Designated Safeguarding Lead** to Contact Police if all the above stages have been completed and there is still no contact regarding the absent child by **11:00am**. This will be done using the **101** number.
- 11) The Pastoral and Inclusion Mentors will keep records of any persistent or repeated unreported absences or lateness. If this causes concern the Principal will liaise with Designated Safeguarding Lead and Pastoral & Inclusion Mentors.

NB: We have three named Pastoral and Inclusion Mentors who check attendance. Miss Ackroyd (KS1), Mrs Filby (Lower KS2) and Mr Mulhall (Upper KS2). If one of the Pastoral and Inclusion Mentors is unavailable, the available Pastoral and Inclusion Mentor will check both KS1 & KS2 attendance. If all Pastoral and Inclusion Mentors are not available, Miss Walker (Office Assistant) will check attendance.