

NORMAN STREET PRIMARY SCHOOL

FIRST DAY CALLING POLICY



Approved by Governors:

Chair of Governors: Rev. K Teasdale

Acting Headteacher: Mrs K Hodges

Dated: April 2023

Review date: April 2024

NORMAN STREET PRIMARY SCHOOL

FIRST DAY CALLING POLICY

This policy must be read in conjunction with Norman Street School's whole School Attendance Policy which is approved by Full Governors and our adopted Cumbria LA School Enforcement Policy. First-Day Calling Procedures at Norman Street School: (Norman Street School's Safeguarding Response to Children Missing in Education)

1. Registers are saved electronically on Scholarpack twice a day (session AM and session PM)
2. Details of lateness of children are reported to office as soon as they arrive and marked either as L (late before register closes) or Absent if later than the close of register.
3. Absence calls are made by 9.30am on day one of absence and reason logged on Scholarpack by Administrator Bev Ramshaw.
4. If no response, we ring the contact numbers stored on the child's records until a response is received. We do not accept any responses from someone not of over the age of 18 years.
5. If we still have no response, we send a text asking the parents to contact school immediately and the Headteacher is informed (or Deputy Headteacher in her absence)
6. If we cannot make contact by telephone with anyone on the contact list and a text has not been responded to, we will contact all the contact list adults again and log this internally.
7. Day 2 we repeat the above procedure and log outcomes.
8. A Home Visit will be made if no further contact can be made on Day 2, if possible/appropriate, either by school or other any agency involved. This will take place in pairs where possible and will predominantly be by the Headteacher/Deputy Headteacher and one other staff member.
9. We contact Police if all other stages have been completed and there is still no contact regarding the absent child. This is done by ringing 101 number. We will also inform the Local Authority, Cumbria's School Access and Inclusion Officer and complete the notification form for Children Missing in Education (CME) (refer to Whole School Attendance Policy) Where all children in the same family are absent on the same day without any or good reason, a home visit will take place on day 2. Where no contact can be made at home, a police check will be requested. At all times, Norman Street School will continue to make regular contact with the family, either by phone, letter, in person or by email/text to ensure children are safe.