



## **Grove and Westwood Primary Schools** **First Day Calling Protocol**



### **Absence**

1. Parents/carers should contact the school by 9am each day to report absence
2. Any child not present at the close of registers receives a phone call to parent by 10am. If no contact can be made, a home visit is undertaken - see *First Day Calling Protocol below*
3. Any child who has been absent from school for 3 days or more - even if they have reported absence - must receive a home visit on the 3rd, 6th, 9th and subsequent every 3rd day
4. On the 3rd occasion a child is late after the registers close, the Attendance Lead will call the parent and invite them in for a meeting

### **First Day Calling Protocol**

This procedure should be followed every day for every pupil unaccounted for, even if they called in the day before.

1. Registers close at 9am
2. Registers checked on SIMS by Attendance Lead by 9.15am (known absences are recorded on SIMS)
3. Lates before and after registers close are recorded on SIMS
4. Lates after registers closes are also recorded on Inentry
5. All children who are absent, whose parents have not reported the absence, receive a phone call from the Attendance Lead by 10am
6. The outcome of the phone call is recorded on the 'First Day Calling' spreadsheet.
7. If no contact has been made by 10.30am, the Head and DSL are notified
8. Attendance Lead and SLT/DSL undertake a home visit the same day as soon as possible
9. If still no contact, referrals to social care take place and a request via 101 for a welfare check is made while continued attempts to contact via phone, email, home visits take place