



Whitehill Community Academy

FIRST DAY CALLING

Child Absence Protocol and Procedure



1. Parents/Carers are expected to **telephone 01422 244471** or **email 'attendance@whitehill.trinitymat.org'** by **8:30am** on the **first day of absence and every subsequent** day until the child returns to school.
 2. Class teacher takes registration at **8:40am**.
 3. Parents/carers are contacted by school staff for any children who are absent without reason. This will be done as soon as possible after **the register closes**.
 4. Calls will be made following the priority list of contacts held by school until reason for absence given;
 - 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/carers 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.
 - If the Designated Safeguarding Lead is not available report absent child to a member of the Senior Leadership Team.
 5. **Home Visit** made by Lead Attendance Officer where no contact is made.
 6. 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**).
 7. **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.
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- *In the absence of Lead Attendance Officer-the above duties will be carried out by an appropriate member of staff.*
 - *A home visit **may** also be made for absences of 3 days or more **or** if there is a concern regarding the reason given for absence.*