Trinity Academy Whitehill
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 **8:45am**.
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 no contact is made with anyone on the contact list, the Designated Safeguarding Lead (DSL) to be made aware. In the absence of the DSL, a member of the senior leadership team will be informed. No later than 10.30am.
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.
8. Designated Safeguarding Lead to contact Children's Social Care if there is a safeguarding concern relating to any absence.

- *In the absence of Lead Attendance Officer-the above duties will be carried out by an appropriate member of staff.*
- ***A home visit will be made for absences of three days or more, unless the reason for absence is due to a holiday.***