

First-Day Calling Procedure

(School's safeguarding response to children who are absent from education)

Secondary Schools

1. Registers saved.
2. Late children checked against registers if recorded separately.
3. Absence calls listened to/attendance emails checked.
4. First day text sent to first name on contact list within an hour of school start time asking for response.
5. If no reply, school to phone first and second contact on list stating that the child is absent and the school are unaware of their whereabouts, given no response to first text or email.
6. Alert DSL that this child is absent and no response has been received.
7. Home visit made if possible/appropriate by school or other agency involved.
8. If no response by the end of the day, ring down contact list until reply is received stating that this child has not been in school all day and this will be recorded as an unauthorised absence if no response/explanation from parent is received.
9. If known also try child's own phone number.
10. If child does not present in school on second day, there has been no contact received from any of the contacts and the child's whereabouts are unknown, contact Police (using the **101** number) and LA Children Missing from Education Officer.

