



First Day Calling Policy

Implementation date	January 2020
Signed off by	D.Ramsey (Chair of Governors)
Review date	September 2020

This policy applies to all pupils in the school, including those in Early Years. Parents have to supply contact information for at least two adults (parent plus one other). This information is checked on a termly basis.

1. Class registers taken and returned to the office by 9:30am
2. Late children checked against registered by 9:30am
3. Office staff check attendance.
4. **First day phone call** to the first name on contact list by 9:30am asking for response by the office staff.
5. Ring down contact list until reply is received.
6. **Alert** Mrs Hodgson (or Mrs Cunliffe/Mrs Smith in her absence) that contact has not been made.
7. Home visit made by Mrs Hodgson (or Mrs Cunliffe/Mrs Smith in her absence).
8. If no response at home post **First Day Calling** notification through letter box with a time limit to contact school(11am)
9. Mrs Hodgson (or Mrs Cunliffe/Mrs Smith in her absence) contact Police if all the above stages have been completed and there is still no contact regarding the absent child by 2pm. This should be done using the 101 number.

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