



## **FIRST DAY ABSENCE CALLING PROCEDURE**

Following information sent to all Kirklees schools, we would like to make you aware of a change in procedure when a child is absent from school. This procedure is being followed by schools in Kirklees, after being advised by the Kirklees Safeguarding Children Partnership (KSCP).

To help us to safeguard your family, please contact us as soon as possible if your child is absent from school and let us know of a reason for absence. You can do this by selecting one of the following methods:

- Online Absence Form ([www.rghs.org.uk/AbsenceForm](http://www.rghs.org.uk/AbsenceForm))
- Phone: 01924 925915
- Email: [info@rghs.org.uk](mailto:info@rghs.org.uk)

### **First-Day Calling Procedure**

If the school have not received a reason for absence, then the following procedure will be followed:

1. Class registers completed and saved by 9:00am
2. Late children checked against registers by 9:20am
3. Admin Team to check attendance.
4. First day phone call to first name on contact list by 9:30am asking for response by Admin Team.
5. If no response to call, A text will be sent to the first name on the contact list by 9:45am asking for a call to school to notify and confirm the reason for absence.
6. If there is no response, the school will ring numbers on the contact list until a reply is received, ensuring where possible that someone from outside of the family home has been contacted
7. If school have had no response, school will send a second text to first and second contacts on list
8. Alert form/class teacher that first contact hasn't been reached.
9. Alert HT/DSL that this child is absent and no contact has been made by 10:00am
10. If DSL is not available report absent child to DDSL
11. HT/DSL/DDSL to risk assess the current level of concern and consider whether circumstances warrant a home visit
12. Home visit to be made following decision at 10:00am, where possible by DSL/DDSL/school staff or any other agency involved with the child
13. If no response at home post First Day Calling notification through letter box with a time limit to contact school(11am)
14. DSL/DDSL will contact the Police to initiate a "safe and well" check if all other stages have been completed and there is still no contact regarding the absent child by 12 noon. This should be done using the 101 number.  
We need to ensure that all children are accounted for, and if we are unable to make contact, then the Police will be informed.

Please note that this procedure is in place to ensure the safety and wellbeing of our children and



families.

Date: \_\_\_\_\_

Time: \_\_\_\_\_

**Sorry we missed you!**

**First Day Calling Procedure Notification – HOME VISIT**

To the Parent / Carer of: \_\_\_\_\_

Sorry we missed you! We called today for a home visit as your child is absent from school.

Please contact us on 01924 925915 by 11:00am today.

If we do not hear from you by 11:00am we will have no alternative but to contact the police. Please see attached First Day Calling Procedure for more information.

Thank you

Signed: \_\_\_\_\_