



Warwick Bridge School

First Day Calling Procedures

First Day Contact

Where a child is absent from school and we have not received any verbal or written communication from the parent, then we initiate a first day contact process. Office staff check all of the registers from 9:00am to 9:30am on a daily basis, to identify those pupils who are absent. There are occasions when we are unaware why the child is absent and we will contact the parent to check the reasons for the child's absence.

Procedure for when a child is absent

1. Registers saved.
2. Late children checked against registers.
3. Absence voicemails listened to/attendance emails checked.
4. First day text sent to first name on contact list within half an hour of school start time asking for response.
5. If no response to text, start calling first name on contact list within 45 minutes of school start time.
6. Ring down contact list until a reply is received, ensuring where possible that someone from outside of the family home has been contacted.
7. Alert HT/DSL that this child is absent and no contact has been made within an hour of school start time.
8. If no reply, send a second text informing parent that if contact is not made then the police will be contacted.
9. Home visit made if possible/appropriate by school or other agency involved.
10. Contact police if all stages have been completed and there is still no contact regarding the absent child. This should be done using the **101** number.