

# Beetham CE Primary School

## First-Day Calling Procedure

*(School's safeguarding response to children missing education)*



Caring for Everyone,  
Learning Together,  
Achievement for All

‘Love one another with genuine affection; delight in honouring each other with mutual respect.’

Romans 12:10.

This policy is based on the Christian principles, values and beliefs that underpin everything we do at Beetham Church of England Primary School.

1. Registers submitted.
2. Late children checked against registers if recorded separately.
3. Absence calls listened to/ParentMail checked/attendance emails checked.
4. Call made and email sent to first contact list within half an hour of school start time asking for response.
5. If no response to call, recall first name on contact list within 45 minutes of school start time.
6. Ring down contact list until 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. Home visit made if possible/appropriate by school or other agency involved.
9. Contact Police and LA Children Missing from Education Officer if all other stages have been completed and there is still no contact regarding the absent child. This should be done using the **101** number.