



## Meltham CE Primary School

### First Day Calling Procedure

1. Class registers are completed on Integris by teachers and saved by 9am.
2. Absent pupils are marked as coded 'N'.
3. Pupils arriving late must enter through the front door and sign in at the school office. The pupil's attendance is updated on Integris by the office staff and given code 'L' (arriving after 9am) or 'U' (arriving after 9:30am).
4. Emails are checked for communication from parents regarding absence.
5. Office staff check with teachers that those marked as 'N' have not since arrived.
6. Office staff check if any siblings of the absent pupil are present.
7. After 30 minutes of school start time, 9:30am, office staff attempt to telephone those on the pupil's contact list, starting with the home phone and working down the list. If no answer, a message is left if an answer phone/voice mail facility is available.
8. After 45 minutes of school start time, 9:45am, if no response has been received, check with present siblings (if applicable) if reason of absence is known.
9. Contact the high school of any known siblings to check if the sibling is present.
10. By 10am, inform the Senior Leadership Team (SLT) of absence.
11. SLT and Senior Business Support Officer risk assess a home visit.
12. Home visit to be made if appropriate by school staff (as a pair) or any other agency already involved with the pupil.
13. If no contact is made after all steps are completed, SLT contacts the police by phoning 101 to initiate a 'safe and well' check.