



First-Day Calling Procedure

(School's safeguarding response to children who are absent from education)

Primary Schools

1. Registers saved.
2. Late children checked against registers if recorded separately.
3. Absence calls 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 reply is received, ensuring where possible that someone from outside of the family home has been contacted.
7. Alert Head teacher/DSL that this child is absent and no contact has been made within an hour of school start time.
8. If no reply send second text and email to first and second contacts on list.
9. Home visit made if possible/appropriate by school or other agency involved.
10. Contact Police (using the **101** number) and LA Children Missing from Education Officer if all other stages have been completed and there is still no contact regarding the absent child.

Emergency Contact Form

Child's Details			
Child's Surname		Child's Forename	
Date of Birth		Year Group	
Address			
Child's Phone Number (If have own phone)			
Adult(s) at this address			
Sibling within school		Sibling's Year Group	
Sibling within school		Sibling's Year Group	
Sibling within school		Sibling's Year Group	

Contact Details (Please include at least one contact that does not live at the same address as the child)					
Name		Relationship to Child			
Address					
Parental Responsibility? (Y/N)		Is this person able to collect? (Y/N)		Could the child stay overnight? (Y/N)	
Primary Contact Number					
Additional Number					
Additional Number					
Email Address					

Contact Details					
Name		Relationship to Child			
Address					
Parental Responsibility? (Y/N)		Is this person able to collect? (Y/N)		Could the child stay overnight? (Y/N)	
Primary Contact Number					
Additional Number					

Additional Number	
Email Address	

Contact Details					
Name		Relationship to Child			
Address					
Parental Responsibility? (Y/N)		Is this person able to collect? (Y/N)		Could the child stay overnight? (Y/N)	
Primary Contact Number					
Additional Number					
Additional Number					
Email Address					

Contact Details of Key Professionals (<i>Delete if not required</i>) <i>(e.g. for child who is CP or CLA– Social Worker/Virtual School, or YOT Worker)</i>			
Name		Relationship to Child	
Primary Contact Number			
Additional Number			
Additional Number			
Email Address			

Name		Relationship to Child	
Primary Contact Number			
Additional Number			
Additional Number			
Email Address			

Date Form Completed:	
Date Received in School:	