



St. Gregory's Catholic Primary School

First-Day Calling Procedure

Morning	Afternoon	Steps to be taken if there is an unexplained absence
9.00am	1.15pm	Registers saved.
		Late children checked against registers if recorded separately.
		Absence calls listened to/attendance emails checked.
By 9.30am	By 1.45pm	Ring the first contact to establish reason for absence. If no reply send text.
By 9.45am	By 2.00pm	If no response to text ring another family member from the contact list to ensure that someone from outside of the family home has been contacted.
By 10.00am	By 2.15pm	Alert HT/DHT/DSL that this child is absent and no contact has been made within an hour of school start time.
		Home Visit made if possible/appropriate by school or other agency involved.
		Contact Police 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.