



## First Day Contact Procedure

Where a child is absent from school and we have not received any verbal or written communication from the parent / carer we will initiate **a first day contact procedure**.

The school office staff will check registers from 9.05am to 9.30am on a daily basis to identify those pupils who are absent.

If no contact has been made to inform the school of the reason for an absence, then office staff will ring the primary contact number on record. If there is no response a text will then be sent to the primary number asking for the parent / carer to contact school immediately to explain the absence.

Office staff will continue to go through the emergency contact list in order to get the support of other family members in contacting the parent / carer.

If a reason for the absence has not been established by 9.45am, the office staff will inform the Headteacher or the Deputy Headteacher. They will make a decision to attempt to contact the family by sending two members of staff to the home to knock and establish where the child is. If there is still no contact and the safety and welfare of the child cannot be established, then the police may be contacted to register the child as missing.