

## First Day Response for Absent Pupil

Parents are expected to contact the school, by 9.10am at the latest, to explain a pupil's absence.

If we have not heard from a parent/carer to explain an absence by 09:30am, the school office will make a telephone call to the primary contact listed on SIMS. If there is no answer, we will leave a message asking for you to make contact with school. A phone call will also be made to anyone else listed as having primary care, e.g. second parent or grandparent.

By 10:00am if we have still not received an explanation for the absence, we will send an email to all primary contacts. At this point the Designated Safeguarding Lead/Deputy DSL will be made aware that we have received no explanation for a child's absence. A note of the timing of any attempted contact will be made for this and any subsequent unsuccessful attempts.

At this stage, DSL/DDSL will risk assess the current level of concern and decide on the next steps.

Further repeated attempts will be made throughout the day by the school office to primary contacts. During this time, secondary and tertiary contacts will also be contacted. DSL/DDSLs will continue to be kept informed.

By 12.00pm if no contact has been established with any primary, secondary or tertiary contact to explain the reason for absence, the DSL/DDSL will make a decision as to whether to initiate a home visit or contact any other relevant agency, such as the police or children's services.

If the pupil remains absent on day 2, with no explanation, the school will follow guidance or recommendations from children's services or any other relevant agency, such as the police.