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**Possible Child Absence Protocol and Procedure**

1. Students register online by 8:45am.
2. Late children checked against registers, checks made with class teacher and office emails checked by reception up to 9am.
3. Duty pastoral lead to check registers
4. **First day phone call** to the first name on contact list by **9:00am** asking for response by duty pastoral lead
5. Ring down contact list until reply is received, ensuring where possible that someone from outside of the family home has been contacted.
6. **Alert** DSL immediately if child is absent and no contact has been made by 10:00am. **If DSL is not available report absent child to SLT.**
7. Home Visits to be allocated by DSL/SLT in line with home visit policy
8. If no response at home post **First Day Calling** notification through letter box with a time limit to contact school (11:00am).
9. **DSL/SLT** to Contact Police if all the above stages have been completed and there is still no contact regarding the absent child by **11:00am**. This should be done using the 101 number.