

## First Day Calling Procedure – Unexplained Absence

Pennine Way Primary School is committed to ensuring the safety and wellbeing of all pupils. Regular attendance is essential to safeguarding children and supporting their learning.

Where a pupil who is expected to attend school does not attend, or stops attending, without a known reason, the school will take the following actions.

### Our Procedure

Where a pupil is absent without explanation, the school will:

- **Send an absence text message** to the parent/carer on the first day of absence.
- **Telephone the pupil's parent/carer on the morning of the first day of unexplained absence** to establish the reason for the absence.
- If the school **cannot make contact with any of the pupil's emergency contacts**, the school may:
  - Carry out a **home visit**, and/or
  - **Contact external agencies** who may already be involved with the family, where appropriate or a welfare check dependant on risk assessments.
- **Determine whether the absence is authorised or unauthorised** once a reason has been provided.
- **Record the correct attendance code** as soon as the reason for absence is known. This will be completed **no later than five working days** after the session(s) for which the pupil was absent.
- **Continue to contact the parent/carer each day** that the absence remains unexplained, to ensure appropriate safeguarding action is taken where necessary.
- If the unexplained absence continues, the school will **consider involving the Local Authority**.
- Where relevant, the school will **notify other professionals involved with the pupil**, such as:
  - A **social worker**.
- **Offer appropriate support** to the pupil and/or their parents or carers to help improve attendance where this is needed.
- **Identify at the earliest opportunity whether wider support is required and make referrals** to relevant partner agencies where appropriate.
- Where support is **not appropriate, not successful, or not engaged with**, the school will **make a referral to the Local Authority** in line with statutory guidance.

