

First Day Calling Policy And Procedure



Approved by:

The Full Governing
Body

Date: September 2024

Signed

A handwritten signature in black ink, appearing to read "M. H. Anwarol", is written over a light grey background.

Howard Park Community School

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Introduction

'First Day Calling' is important because school absence and safeguarding are closely linked. This practice not only encourages good attendance, it also helps to monitor a pupil's well-being and is an alert to their safety even though the child may not be considered as 'vulnerable'.

Pupils That Are Dual Registered

When a child is dual registered, or educated off-site (for example on a transition day visit to another school), Howard Park will always check that the child is in attendance when they are supposed to be. If a child is absent without contact from a parent we will liaise to arrange whether first day calling is required. When making a decision as to whether first day calling is required, the procedure and policy will be followed in the same way as when a child is being educated on site at Howard Park.

This procedure **must** be used alongside the following Police guidance:

- West Yorkshire police truant policy partner expectations and recording document.
- West Yorkshire police truant policy letter.
- When to call the police guidance for schools and colleges
- KCSIE 2024 ([Keeping children safe in education - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/keeping-children-safe-in-education))

All documents and guidance can be found at <https://kirkleesbusinesssolutions.uk/Page/14663>

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