



## **Overdale School First Call procedure**

1. Class teachers complete Registers using SIMS at the start of the day and record children who are present during registration. The register closes at 09:10.
2. If a child is not present in class during Registration, no mark will be next to the child's name, which is referred to as a 'missing mark'. Your child will also be marked as having an unauthorised absence for the morning session if they arrive after 09:10am
3. Pupils arriving late (after the school gates have closed) will enter school through the Main Entrance and record their presence using the InVentry system, which is linked to SIMs. A late mark (L) will be entered in the register.
4. Missing marks are checked by the school office and amended if the school has been informed of a child's absence either by phone, voicemail or email.
5. Those children for whom we have no notification of absence by 9.30am, will receive a phone call from school to establish the reason for absence.
6. If there is no answer, a voicemail will be left.
7. If we receive no response, a text message may be sent and other contact numbers recorded in SIMs may be called on the first day of absence. We must have 3 emergency contacts on SIMS.
8. If no contact can be established, the school attendance team will complete a dynamic risk assessment and decide whether a home visit is required.
9. If a home visit is required, 2 members of the school leadership and attendance team will visit the house.
10. If there is no answer, an attendance letter will be posted by hand requesting the parents make contact with school.
11. If no contact can be established, the school will report the child's absence to the Police and request a welfare visit. School will inform any Early Help workers or Children and Families workers involved with the family before contacting Police.