

# Saint Joseph's Catholic Primary Voluntary Academy



## First Day Calling Procedures

November 2021

## St Joseph's Catholic Primary Voluntary Academy

### First Day Calling

Date	Review Date	Coordinator	Nominated Governor
November 2021	November 2022	Mrs McCullagh Mrs. Wilding	Mrs. R. Colley

We believe this policy relates to the following legislation:

- Keeping Children Safe in Education, DFEE 2020
- Children missing from Education, DFEE 2020 September 2016
- Children Act 1989
- Education Act 2002
- Children Act 2004
- Safeguarding Vulnerable Groups Act 2006
- Education and Inspections Act 2006
- Children and Young Persons Act 2008
- Education Act 2011

This policy should be read as an addendum of the school's Attendance Policy and as such, the responsibilities and roles of staff, children and governors remain the same.

### Aims

- To ensure that every child is accounted for and their whereabouts known as part of our safeguarding responsibilities.
- To improve attendance across school, especially for vulnerable groups

### Procedure

- On the first day of absence, parents are expected to advise the school of reasons for the absence by phone.
- If we do not hear from a parent by 9.10am, a text is sent by the school administrative officer.
- If we do not hear back by 9.45am, a phone call is made home
- If we have no response to the phone call then the details are EWO to make contact.
- If the child is persistently late or absent with a pattern, the EWO will be informed.
- Parents are expected to call each day and advise school of the day of their child's return.

<b>Headteacher:</b>	<i>E. McCullagh</i>	<b>Date:</b>	November 2021
<b>Chair of Governing Body:</b>	<i>R. Mellows</i>	<b>Date:</b>	November 2021

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**Initial Equality Impact Assessment**

Please complete an initial equality impact assessment once this policy has been customised to suit your purposes.

Policy Title	The aim(s) of this policy	Existing policy (✓)	New/Proposed Policy (✓)	Updated Policy (✓)
Attendance addendum	To ensure first day calling procedures are followed			✓

This policy affects or is likely to affect the following members of the school community (✓)	Pupils	School Personnel	Parents/carers	Governors	School Volunteers	School Visitors	Wider School Community
	✓	✓	✓	✓	✓	✓	✓

Question	Equality Groups																		Conclusion							
	Age			Disability			Gender			Gender identity			Pregnancy or maternity			Race			Religion or belief			Sexual orientation			Yes	No
Does or could this policy have a negative impact on any of the following?	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	✓	
	✓			✓			✓			✓			✓			✓			✓			✓				
Does or could this policy help promote equality for any of the following?	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	✓	
	✓			✓			✓			✓			✓			✓			✓			✓				
Does data collected from the equality groups have a positive impact on this policy?	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	✓	
	✓			✓			✓			✓			✓			✓			✓			✓				

<b>Conclusion</b>	We have come to the conclusion that after undertaking an initial equality impact assessment that a full assessment is not required.
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<b>Preliminary EIA completed by</b>	<b>Date</b>	<b>Preliminary EIA approved by</b>	<b>Date</b>
E. McCullagh	July 2020	R. Mellows	July 2020

**St Joseph's Catholic Primary Voluntary Academy**

**Policy Evaluation**

**Policy Approval Form**

<b>Policy Title:</b>	SMSC					<b>Date when written:</b>	December 2015		
<b>Policy written by:</b>	Kate Melling				<b>New Policy</b> (✓ or x)	✓	<b>Revised Policy</b> (✓ or x)	✓ March 2016 Dec 2017 July 2020	
<b>Stakeholders consulted in policy production:</b> (✓ or x)	<b>Governors</b>	<b>Senior Leadership Team</b>	<b>Teaching Personnel</b>	<b>Support Personnel</b>	<b>Administrative Personnel</b>	<b>Parents</b>	<b>Pupils</b>	<b>Local Community</b>	
	✓	✓	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Date when approved by Governors:</b>			<b>Date when presented to stakeholders:</b>	December 2015 March 2016 Dec 2017 July 2020		<b>Date when implemented:</b>	December 2015 March 2016 Dec 2017 July 2020		
<b>Published on:</b> (✓ or x)	<b>School Website</b>			<b>School Prospectus</b>			<b>Staff Handbook</b>		
	✓			<input type="checkbox"/>			<input type="checkbox"/>		