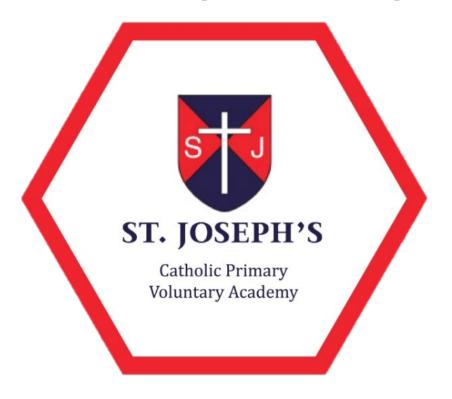
Saint Joseph's Catholic Primary Voluntary Academy



First Day Calling Procedures

November 2021

St Joseph's Catholic Primary Voluntary Academy

First Day Calling

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

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 contract.
- 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.

Headteacher:	E. McCullagh	Date:	November 2021
Chair of Governing Body:	R.Mellows	Date:	November 2021

St Joseph's Catholic Primary Voluntary Academy

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	Pupils	School Personnel	Parents/carers	Governors	School Volunteers	School Visitors	Wider School Community
to affect the following							
members of the school	✓	✓	✓	✓	✓	✓	✓
community (✓)							

Question	Equality Groups														Conclusion										
Does or could this policy have a negative impact on any of the following?	policy have pative ct on any of		D	isabil	sability Gender		Gender identity		Pregnancy or maternity			Race			Religion or belief			Sexual orientation			Undertake a full EIA if the answer is 'yes' or 'not sure'				
the following:	Υ	N NS	Υ	N ✓	NS	Υ	N	NS	Υ	N	NS	Υ	N	NS	Υ	N	NS	Υ	N	NS	Υ	N	NS	Yes	No
Does or could this policy help promote equality for any of the following?	A	ge		isabil		(Gende		-	Gende dentit	ty	m	gnane natern	ity		Race			ligior belie	f	or	Sexua ientat	ion	is 'no' or sure'	e answer r 'not
-	Y ✓	N NS	Y ✓	N	NS	Y ✓	N	NS	Y ✓	N	NS	Y ✓	N	NS	Y ✓	N	NS	Y	N	NS	Y ✓	N	NS	Yes	No
Does data collected from the equality groups have a positive impact	A	ge	D	l isabil	bility Gender		Gender identity		Pregnancy or maternity		Race			Religion or belief			Sexual orientation			Undertake a full EIA if the answer is 'no' or 'not sure'					
on this policy?	Υ	N NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Yes	No

Conclusion We have come to the conclusion that after undertaking an initial equality impact assessment that a full assessment is not required.

Preliminary EIA completed by	Date	Preliminary EIA approved by	Date
E. McCullagh	July 2020	R. Mellows	July 2020

St Joseph's Catholic Primary Voluntary Academy

Policy Evaluation

Policy Approval Form

Policy Title:	SMSC				Date	when wr	itten:	December 2015			
Policy written by:	Kate Melling	e Melling				New Policy (√or x)	1		Revised Policy (✓or x)		✓ March 2016 Dec 2017 July 2020
Stakeholders consulted in	Governors	Senior Leadership Team	Teachir Personr	-	Support Personnel	Administrative Personnel	Parents		Pupils		Local Community
policy production: (√or x)	✓	✓]	
Date when approved by Governors:		Date when presented stakehold		l to	December 2015 March 2016 Dec 2017 July 2020			when emented:	December 2015 March 2016 Dec 2017 July 2020		n 2016 2017
Published on:	Scl	nool Website			School P	Staff Handbook				ook	
(√or x)		√									