

BOLDON SCHOOL

ATTENDANCE – FIRST DAY CALLING POLICY

The system of first day calling is intended to improve attendance levels and decrease levels of absence especially those which are unauthorised. It should also bring incidents of truancy to the attention of the school and parents more quickly and enable the Education Welfare Officer to respond promptly in conjunction with the Directors of Learning.

To make the system work it is vital that registers are returned to the school office immediately after they have been taken by the form tutor.

First Day Calling

- Registers returned to school office by 9.05am.
- Admin assistant contacts, by telephone, the parents of all students who have not arrived by 9.30am.
- If contact is made a sticker giving an explanation will be attached to the register sheet to inform the tutor. No sticker means that contact has not been made and a further attempt will be made the next day.
- Day 2: further attempts to contact parents will be made and a sticker attached to the register sheet show either a) the reason for the absence or b) stating that no contact has yet been made on which case a letter requesting information will be sent.
- A copy of this letter will be given to the Director of Learning who will check at their weekly Education Welfare Officer meeting that either the pupil has returned to school or contact has been made to explain the absence.
- If no contact has been made and the student is still absent the Director of Learning will request that the Education Welfare Officer visit the family.

For the system to work it is also vital that tutors insist that pupils who arrive late report to reception so that unnecessary calls are not made.