

Riverside School has in place a 'first day contact' policy for child absence.

First Day of Absence Home Contact Arrangements

Principles

Parent/carers are responsible for the safe arrival and collection of their children to and from the school site. School does not provide outdoor supervision before or after school and official responsibility for pupils does not engage until pupils enter the school buildings through their designated entrances. Parents are reminded of these arrangements (specific entrances and timings) at least annually, along with the expectation that they will bring children right into the building until they believe them old/responsible enough to consider waiting on the playgrounds for the doors to open.

For older pupils who may walk to school without adults, if a child has unauthorised absence or is not arriving on time, then school may request a parent make alternate arrangements. Likewise, if school has concerns about pre or post school arrangements (children not walking home safely, or being required to key hold etc inappropriate to their age or maturity) then again home contact may be made to discuss this.

The arrangements for Play Place pupils are contained in the Play Place Prospectus.

First day contact arrangements

Whilst school is not responsible for pupils who are not on site, it is in the interests of pupil safety and wellbeing that home school communications allow school to be clear about the whereabouts of every child every day. It is parental responsibility to inform school if their child is unable to attend statutory schooling. Newsletters will convey the importance of first day contact from home, at least annually. However if contact from home is not received, school will endeavour to make first day of absence contact with families to secure information on the absence and code registers accordingly. Where contact is not possible absences may be coded as unauthorised and where such absence accrues, intervention may be required through the NYCC Early Help service.

First day contact process

- Any Leave of Absence (approved or declined) should be 'pre-coded' into Scholarpack by admin team
- Administration staff to check school ansaphone and email accounts ASAP each morning, in any event BEFORE 9am; therein to code registers on Scholarpack and notify staff accordingly
- Staff to accurately complete registers according to policy. All registers must be complete with no missing marks, by 9.15am and 1.20pm. according to policy, any absent pupils without a reason given MUST be coded N, no blanks should be left



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Acting Headteacher: Miss A Woodward B.Ed (Hons)

We learn to live...



...and live to learn.

- Any pupils arriving late through office after 9.15am should be added to signed in and added to Scholarpack by admin team; children should be encouraged to tell their teacher when they go in to class, not just take their place.
- Administration staff to process an 'absent' list by 9.45am each morning
- For the initial period, this 'absent list' will then be checked for errors by administration staff, by checking off with each teacher
- Those pupils with an absent mark will then be sent a text message using a template text message. This text should be in place by 10am each morning
- The absence list will also be shown to the 2 learning mentors and/or the head/deputy to take advice as to any cases which also need a proactive phone call
- Any incoming messages (via email or phone) from parents will be politely reminded to phone school first next time, thereby hopefully reducing future need for text messages
- Incoming messages will be ticked off, any not received should be marked as unauthorised
- The absence lists will be held on file by the admin team in order to review effectiveness of processes and as an easy check on which families may need reinforcement of policy to ring school first



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