

CHEPSTOW HOUSE



EYFSR, Key Stage 1 and 2 Policy for Attendance and Truancy

September 2020 - August 2021

Policy Reviewed by Angela Barr

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Next review date: June 2021

Signed: 

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This Policy was created 2009 and has been reviewed annually since.

Chepstow House
Policy for Attendance and Truancy

At Chepstow House we believe that children can only learn effectively if they attend school regularly. It is important too, that children arrive and leave school on time. It is equally important that children should not be at school if they are unwell.

Chepstow House is a happy school. Children learn best when they are happy and relaxed. All staff show concern and care about each child's welfare.

As attendance is crucial to effective learning and the continuity of learning experiences, school places great emphasis on this in its communication with parents.

COMMUNICATION

Information on lateness, illness and absence is given to parents in the Chepstow House Parent's Handbook. This highlights the importance of being at school on time and notifying school if their child is absent for any reason.

At the parents' information meetings held each year for children about to enter Reception the importance of regular attendance is discussed and explained. This talk also includes parents and children arriving at school on time so that each child can be given the best possible start to each school day. Being picked up on time is also stressed, especially for young children who can be very upset if they are the only ones left.

Parents are asked to share any worries their child might have in school. Sometimes little things upset children which means they become unhappy, and may not want to come to school. Parents need to be aware of this.

Again, at this initial meeting parents are asked to arrange their family holidays within the school holidays, rather than in term time so that their child's education is not disrupted. The Headteacher communicates with those parents who persistently take their holidays in term time, reminding parents of the disruption to their child's education.

Children are also admitted to school at various times of the year, and into various year groups. All parents requesting a place made aware of the importance of regular attendance.

All parents are asked to contact school if their child is absent. This can be done by telephoning the school secretary or leaving a message on answer phone. Parents can alternatively send a letter to school when their child returns explaining the absence. Parents can also call into school to see the class teacher to explain absence. All information is used to inform teachers when filling in their registers. If no notification is received about a child's absence the secretary usually contacts the parent/guardian.

CONCERNS

If a child is regularly late for school or is often absent then the class teacher contacts the parent concerned to have an informal discussion about this. If this persists then the teacher registers their concern to the Headteacher or Deputy Head.

TRUANCY

All the staff at Chepstow House are concerned about children's regular attendance, and the importance of continuity in each child's learning. They are also concerned about each child's safety, welfare and happiness. Although it is a very rare occurrence for a child to truant, if there is a concern that a child might be truanting then action is taken straight away.

If truancy is suspected, the Headteacher is notified, who then contacts the parent, either by writing or telephoning. Parents are encouraged to bring their child to school so that reasons for the child not wanting to attend can be discussed and hopefully resolved. In the event of not being able to talk to the parent then the Headteacher talks to the child concerned to find out if there are any worries or problems in school that might make that child not want to attend. If there are, then these are discussed with the class teacher and appropriate action is taken.