

## **Blundell's Preparatory School Attendance and Truancy Policy**

At Blundell's Preparatory School 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. If a child is brought into school unwell or becomes unwell during the day a decision will be made as to whether they should be in school. There are also separate guidelines regarding certain medical conditions.

As attendance is crucial to effective learning and the continuity of learning experiences, the school places great emphasis on this in its communication with parents. Children learn best when they are happy and relaxed. Every member of staff shows concern and care about each child's welfare.

### **Communication**

Information on medical matters and absence is detailed in the Parent Handbook. Parents are expected to ensure that their children arrive at school on time and to notify the school as soon as possible if a child is late or absent for any reason.

Being picked up on time is also stressed, especially for young children who can be very upset if they are the only ones left. Please refer to Blundell's Preparatory School Collection Procedure which is detailed in the Parent Handbook. If, for any reason, a parent is unavoidably detained and cannot arrive on time to pick up his or her child then the School requests that a telephone call be placed to the office alerting us of details so that we can re-assure the child and retain him or her safely until parents' arrival.

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

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. Where absence for holiday or other similar reason is desired, the Head Master or Head of Pre-Prep must be consulted in writing. A holiday request form is available from the office or Head of Pre-Prep's office.

All parents are asked to contact school if their child is absent. This can be done by telephoning the school office. All information is used to inform teachers when filling in their registers. If no communication is received about a child's absence the School will contact the parent/guardian by telephone.

### **Concerns**

If a child is regularly late for school or is often absent the Head Master or Head of Pre-Prep will contact the parent concerned. This may be followed by written communication all of which will be noted on the child's record. In the event of significant concern the Educational Welfare Officer for the school is contacted. The Educational Welfare Officer would meet

with the Head Master or Head of Pre-Prep when necessary to discuss attendance issues, and offer advice and support.

### **Truancy**

Every member of staff is concerned about children's regular attendance, and the importance of continuity in every child's learning. They are also concerned about every child's safety, welfare and happiness. Although it is almost unheard of for a child to truant at Blundell's Preparatory School, if there is a concern that a child might be truanting then action is taken straight away.

If truancy is suspected, the Head Master is notified, who then contacts the parent, either by phone, or by home visiting, and the Educational Welfare Officer. Most parents bring their children to school and this provides an opportunity to discuss reasons for the child's not wanting to attend. Discussion hopefully leads to resolution of the problem. In the event of not being able to talk to the parent then the Head Master 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.

Reviewed November 2011  
ADS

Next Review November 2012