

CHALKHILL PRIMARY SCHOOL

Barnhill Road - Wembley - Middlesex HA9 9YP

'Learning together to aspire and achieve.'

Telephone: 020 8904 4508

E-Mail: admin@chalkhill.brent.sch.uk

Fax: 020 8904 1227

Website: www.chalkhill.brent.sch.uk



Headteacher: Ms. Rose Ashton

Attendance and Punctuality in the Foundation Stage

We monitor attendance and punctuality closely at Chalkhill Primary School. Following our recent OFSTED inspection Chalkhill was recognised as 'a good and improving school'. However the inspectors noted that attendance and punctuality still need to improve.

It is in Nursery and Reception that we lay the foundations for later behaviour patterns. Therefore good attendance and punctuality in the Foundation Stage are essential.

Furthermore, there is a clear link between poor attendance and poor progress. Pupils with poor attendance/ punctuality are often also behind with their learning.

If a child is unable to attend school for any reason it is the parent's/carer's responsibility to inform the school on the day of absence.

If a child is absent for 2 or more consecutive days in Nursery and school has not been contacted with a reason the key-worker of the child will contact the parents. Parents of Reception children will receive a call on the day of absence, if the school has not been contacted.

If a child is absent for 5 or more days during a term the school will arrange a meeting between the parent/carer and the key worker. At this meeting reasons for absence will be discussed and possible support will be put in place.

If a child is absent for 10 days per term the parent/carer will be asked to meet with the Foundation Stage Leader or Head teacher to investigate if further support is needed.

If attendance/ punctuality continues to be an issue the family may be referred to the Education Welfare Officer for further action.

September, 2013