

WARD GREEN PRIMARY SCHOOL



PROSPECTUS

WARD GREEN PRIMARY SCHOOL

Vernon Road, Worsbrough Bridge, Barnsley S70 5HJ

Telephone 01226 286510

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Acting Headteacher Mrs. C. M. Keep (M.A.)

School Year 2005/2006

School Mission Statement

At Ward Green we strive to provide a happy, caring, safe, stimulating and quality learning environment which enables children through first hand experiences to achieve individual success and for all children to reach their full potential. Working together with children, parents, teachers, non-teaching staff, governors, outside agencies, LEA and National bodies we deliver a broad and balanced curriculum, effectively teaching knowledge, skills and understanding, encouraging children to be independent, promoting a positive self-esteem and increasing confidence; thus developing the whole child. At all times we encourage children to respect and value themselves, others, the environment and our multi-cultural society.

This prospectus is an introduction for parents of children entering Ward Green Primary School from September 2005 onwards. The information contained is as accurate as possible at the time of printing and every effort has been made to meet the requirements of the 1980 and subsequent Education Acts.

GOVERNORS

Representative Details

Mr. B. Clegg (Chair) responsibility for Geography/Design & Technology	Community
Mrs. C. Keep responsibility for curriculum over view	Acting Headteacher
Mr. J. Lycett (Vice Chair) responsibility for Child Protection	L.E.A.
Mr. S. Gallagher responsibility for ICT	Community
Mrs. V. McDonald responsibility for Reading Recovery & PSHE	Staff
Mrs. M. Walters responsibility for SEN, Inclusion & Community Liaison	Community
Cllr. T. Bristowe responsibility for Music	L.E.A.
Mrs. G. Carr responsibility for Science & Curriculum	LEA
Mrs. L. Carter responsibility for Foundation Stage & Early Years	Parent
Mr. C. Goodchild responsibility for Health & Safety Teacher	
Mrs. B. Barlow responsibility for Art	Community
Mr. G. Holmes Newly Elected responsibility for Maths	Parent
Mr. N. Anderson Newly Elected responsibility for Governor Training	Parent
Mrs. N. Watson Newly Elected responsibility for Oracy, Gifted & Talented	Parent
Mr. R. Senior Newly Elected responsibility for R.E. & Sex Education	Parent
Mr. C. Day Newly Elected responsibility for P.E.	Parent
Mrs. J. Wilson responsibility to be determined	Staff

Staffing

Teaching Staff - Senior Management Team

Acting Headteacher

Acting Deputy Headteacher

Early Years Co-ordinator

Special Educational Needs Co-ordinator

Mrs. C. M. Keep

Mrs. G. Hardwick

Miss. K. Chandler

Mrs. L. Deaville

Foundation Stage

Miss. K. Chandler

Teacher (Nursery)

Mrs. J. Hill

Nursery Nurse

Mrs. R. Holmes

Teacher (Reception)

Mrs. J. Stainton

Teacher (Reception)

Key Stage I Teaching Staff

Miss. S. Beaumont

Year 1

Mr. R. Swallow

Year 1/2

Mrs. L. Deaville

Year 2

Key Stage II Teaching Staff

Miss. M. Eccleston

Year 3

Mrs. L. Johnston

Year 3

Mrs. J. Wilson

Year 4

Mr. A. Sanderson

Year 4

Mrs. M. Knott

Year 5

Miss. D. Prince

Year 5

Mrs. H. Jones

Year 6

Mrs. G. Hardwick

Year 6

Mr. C. Goodchild Covering Planning, Preparation, Assessment Time

Secretary/Financial Administrator

Anne Armitage

Admin Assistant

Melanie Riches

Teaching Assistants

Mrs. J. Moody

Mrs. J. Wood

Miss. E. Gregg

Mrs. J. Cawthorne

Mrs. W. McNamara

Miss. J. Girdlestone

Nursery Nurse

Mrs. J. Hill

Curriculum Support Assistants

Mrs. S. Swift

Mrs. R. Bosley

Mr. S. Cole

Building Supervisor

Mr. K. Wilson

Catering Manager

Mrs. A. Musgrave (Vernon Road Site)

Telephone 01226 200182

Mrs. D. Taylor (High Ridge Site)

Telephone 01226 734018

Senior Lunchtime Supervisor

Mrs. V. McDonald (Vernon Road Site)

Lunchtime Supervisors

High Ridge

Mrs. J. Mellor

Mrs. T. Walton

Mrs. E. Burkinshaw

Mrs. A. Harper

Mrs. L. Marshall

(Special Needs)

Mrs. J. Marshall

Vernon Road

Mrs. A. Connolly

Mrs. C. Leadbeater

Mrs. L. Pratt

Mrs. T. Clapham

Admission to Ward Green Primary School

Admission in to school takes place twice a year September for children whose birthdays are from 1st September to 31st December and January for children whose birthdays are from 1st January to 31st August.

Under existing regulations, parents have the right to apply for a place at any school in Barnsley or the surrounding district regardless of their address. To enable us to plan effectively for a child's education it would be helpful if parents of pre school children could register their child's name with us as early as possible. Registering a child in this way does not however guarantee a place at the school, it is also necessary to complete form IP, an Application for Admission to Preferred Primary School. This form can be found at the back of the Authority's Handbook on admission into Primary School which will be distributed from school to those parents who have registered their child's name with us or can be obtained from the nursery schools or can be obtained from the Education Office at Berneslai Close. These forms are available in September in the school year before the child is due to start.

Application forms must be returned to school by 18th November in the school year before the child is due to start. Late applications will be refused places if the school is up to the planned admission limit.

If the number of application for places exceeds the number of places available, the following criteria are used by the Education Authority to allocate places,

1. First, to those children with a statement of special educational needs where the school is named on the statement in accordance with the Council's procedure.
 2. Children in public care.
 3. Children with brothers or sisters in the school at the time of their admission.
 4. The distance between the child's normal place of residence and the school (measured in a straight line on a map) - the closest addresses gain places until the school is full.
- For more details please see Barnsley Education Services Admission Policy.

When the school is full in any year group, applications for places in that year group will be refused, although it should be stressed that parents do have the right to appeal to the Education Committee who have an independent Appeals Tribunal. In the absence of an appeal, parents will be expected to approach another school with an admission request.

Following an admission request in to reception, parents will be informed by 4th April 2006 as to the success or otherwise of their application. School will then contact parents in the term before the child is due to start with pre-admission arrangements.

History and Development

Ward Green Primary School was opened on 11th January 1943 on the Vernon Road site by the West Riding County Council. As a result of an increase in housing developments a new school was built on High Ridge and the two schools of Ward Green Junior and Manor Infants were established in 1969. Under local Government re-organisation in 1974 the West Riding County Council ceased to exist and the two schools came under the control of Barnsley Metropolitan Borough Council.

The most recent change in the organisation of the school came in 1991 when, following an application to the Secretary of State by Barnsley M.B.C. Ward Green Primary School was reborn using the two existing buildings

Site

The school is on two sites, each having its own hard play surfaces and playing fields. All Year 1, Year 2 and Year 3 children are housed on the High Ridge Site. Each classroom has its own entrance, wet area, cloakroom, and toilet area. The site has its own hall/gym, library and a separate dining room and children travel to the Vernon Road site to encourage integration and computer lessons.

Presently Nursery, Foundation Stage and Year 4 to 6 children are housed at the Vernon Road site. This site has eight classrooms, an ICT Suite and hall/gym/dining room.

In 2003 there was a full refurbishment of the Vernon Road Site hall, complete with changing rooms and showers creating facilities for space for Sports and Arts.

The Main Office is situated at Vernon Road. All enquiries, visitors and contractors should first contact this office.

Security

During the summer of 1996 school spent money on enhancing the security of pupils, staff and equipment within the school. On the High Ridge site, classroom doors can only be opened from the inside and the front door is kept locked, whenever the front entrance is unoccupied by staff. On the Vernon Road site, entrance can only be made via the front door, which has an intercom opening system. This front entrance is also covered by video camera, as are the cloakroom and corridor leading from it. All other doors can only be opened from inside. Nursery has its own security fencing.

Organisation of Classes

The classes are mainly organised according to chronological age with the oldest children in class 1 and the youngest currently in classes 11 and 12. An additional class will be formed in January to cope with the new intake. Nursery is available for children in the term in which they become three and a half.

Children will not necessarily stay together as a class throughout their time in school. In order to retain a balance in numbers within classes it sometimes becomes essential to regroup children. This usually occurs after the end of the summer term.

Visiting School

Prior to children entering the school, an introductory morning is arranged for both parents and children. The children spend the morning in the classroom they will be entering, meeting their teacher and classmates. Parents are asked to stay in school during this introductory visit, this allows the Headteacher to discuss details regarding curriculum, organisation, preparation for school and also allows parents to inform school of any important details which may relate specifically to their child ie. - medical problems, special needs etc. Information regarding the date of this meeting will be sent to you in due course.

Parents are welcome at any time to visit school on any matter relating to the education or welfare of your child. We shall do our best to give the advice or information you may need, or in fact to sort out any problems which may have occurred. If you wish to see

your child's teacher for any length of time, a telephone call or letter would be appreciated in order to arrange a mutual convenient time.

The Curriculum

The school has adopted the Barnsley L.E.A.'s Entitlement Curriculum as a framework within which the National Curriculum is taught. The curriculum is under continual review by staff and Governors. It is our aim to provide for every child a curriculum which is broad and balanced and promotes continuity and progression. It is fun and lively and based on first hand experiences.

The National Curriculum makes it statutory that children be taught the Core subjects of English, Maths and Science and the Foundation Subjects of Design and Technology, Information Communication Technology, History, Geography, Art, Religious Education, Physical Education and Music. Following the philosophy of the Entitlement Curriculum much of the work is based on first hand experiences in order that skills in core and foundation subjects can be acquired and built upon. As a result we have developed a topic work approach to learning. This involves using the environment, both local and further afield and we would look to the support of parents to enable visits to sites of interest to take place.

The topics chosen are a part of a planned programme devised by senior management in conjunction with all staff members and planned using the expertise of the whole staff to ensure that programmes of study laid down in National Curriculum documents are being adequately covered. The topics chosen are mainly of a multi disciplinary nature, although certain elements that do not fit neatly into topic areas are taught separately.

Maths is taught as a subject in its own right, although opportunities are built in to science and technology to develop skills already taught. The school has been involved in the National Numeracy Project, which has a strong emphasis on developing mental maths strategies, as well as written computation.

Reading is monitored and developed through structured reading schemes, but at the same time we encourage children to choose and share books. We actively encourage parents to come in to school to read alongside children. Any parent wishing to help with this or any other activity in school would be most welcome.

The school is also involved in the National Grid for learning whereby children and staff are actively being encouraged to use technology to enhance their learning.

A system of record keeping has been devised by this school and will help to ensure continuity of education as we move through the system.

The Local Education Authority has provided new ICT equipment for each classroom.

The school strongly believes in the teaching of the Arts - an important element for the development of the whole child. All children at some time are involved with a Production Workshop session led by the Performing Arts Team. Children from all key stages present Christmas productions for parents and other visitors.

In addition to following National Curriculum music, we have a number of peripatetic teachers come in to school to teach a range of instruments to older pupils. There is a charge for this service in order to cover costs. Should you be interested in finding out about music tuition, please contact either Mrs. Keep or Mrs. Armitage.

The school is an associate school for Barnsley Excellence In Cities, which commenced on 1st September 2003. Currently priority areas are being identified for development within the Zone:

- i. at zone level
- ii. at Pyramid level
- iii. at school level

School works closely with the EIC to implement the additional Literacy and oracy programme, and we are a school, who has been recognized for good practice to share with other zone schools.

Every Child Matters

Every child matters at Ward Green and we support the five outcomes of being healthy, staying safe, enjoying and achieving, making a positive contribution and achieving economic well-being.

Special Educational Needs

Children's educational physical and emotional development is monitored from the first time they come into school. Any child causing concern will be brought to the attention of the Special Needs Coordinator Mrs. Deaville and parents will be informed about our concern.

Following an initial concern the school will follow the guidelines laid out in our Special Needs Policy, which meets the requirements of the 1993 Education Act and the new code of practice. A copy of this policy is available in school for inspection.

Should any parent have a concern with regard to their child's special needs, then they should express that concern to their child's class teacher who will log the concern and commence the school based assessment process. This is a staged process, which requires school to collect evidence at a number of stages, it is not a process which can be rushed. During this time parents will be invited in to school to develop and discuss Individual Education Plans for their children and will be given details of progress. Those children who are the subject of a Statement of Special Educational Needs are formally reviewed on an annual basis.

Child Protection

The Child Protection Officer in school is Mrs. C. Keep. The Governor responsible for Child Protection is Mr. J. Lycett. A copy of the Child Protection Policy is available in school for inspection. Child protection is reported on a termly basis in Governing Body meetings.

Ofsted

The school was inspected in March 2004 and was found to be "a very good school that provides a very good standard of education. Pupils achieve very well because year after year they are fortunate enough to receive very good teaching. They enjoy all that their school offers, have very good attitudes to work and behave very well. The headteacher, strongly supported by enthusiastic senior managers, staff and governors provides excellent leadership. The management is excellent. The school gives very value for money".

The school's main strengths and weaknesses are:

- Pupils achieve very well because they receive very good teaching.

- Pupils are very happy at school and get on very well with each other and their teachers.
- Everyone who works at the school tries very hard to encourage pupils' all-round development.
- All pupils, including those with special educational needs and those for whom English is not their first language, are valued and supported very effectively.
- A dedicated headteacher provides excellent leadership and manages the school exceptionally well.
- There are not enough books or good-quality reading material for pupils to use.
- The procedures and systems in place for checking on and evaluating how well the school is doing, used by conscientious senior managers and the governors, are excellent.
- A very wide range of interesting activities, including many out-of-school clubs and very good links with parents and with the community, enrich learning.
- The libraries are small and inadequate.

Assemblies

The school is not affiliated to any religious denomination, but following the legal obligations laid down under the 1944 Education Act and subsequent legislation, we are required to hold an act of collective worship each day, which should be mainly Christian. In this school an assembly is held in each building each day. The law gives parents the right on request to the Headteacher to withdraw children on grounds of conscience from Assembly and Religious Education lessons.

Sex Education

Teachers and Governors have developed a policy on Sex Education in school. Sex education is approached through the wider framework of Personal, Social and Health Education. Before commencing any programme of Sex Education with pupils parents are invited in to school to view the material to be used and to discuss the policy. Parents have the right to withdraw their children from any parts of the Sex Education sessions, which include areas, which do not make up part of the National Curriculum Science programmes of study.

Pastoral Care

Class teachers have a duty to each child in their care. In practice this means a teacher tries to behave towards your child as a "good" parent would. Problems, fears and worries may occur from time to time during your child's time in school and it is important that we are alerted to them as quickly as possible. All members of staff are willing to help a child with problems on the playground, or around the building, but for most problems the class teacher is the first and in most cases the only person who needs approaching. If either the parent, or the class teacher feel it necessary, the problem will be passed along the lines of management, that is to Mrs. Keep (Deputy Headteacher) at Foundation Stage, Mrs L Deville (SEN/CO and senior manager) Key Stage 1, and Mrs. G. Hardwick (Assistant Head) at Key Stage 2. They then may wish to involve the Headteacher.

Conduct and Discipline

We make every effort to promote self discipline in children, giving them an increasing degree of responsibility for their work and by positively rewarding them for good work, good manners and good standards of behaviour. Whenever possible parents are informed of the positive attitudes children are showing, by issuing a system of certificates.

We expect all children to follow a simple set of rules devised by the children themselves;

1. Take care of our school.
2. Be kind to each other.
3. Try hard in everything.
4. Listen to each other.
5. Always tell the truth.
6. Think before you say and do things.

There are occasions when some children fall short of what we and parents feel to be acceptable standards of behaviour. In such circumstances disciplinary sanctions will be applied.

The most usual sanction is a verbal reprimand by the teacher responsible for the child at that time. More serious breaches of discipline may result in loss of privileges such as missing a break time or may call for the child to see a senior member of staff. Persistent or serious misconduct will result in parents being asked to come in to school to discuss the problem in order that we may work together to improve the situation. School does reserve the right to exclude pupils for either a fixed period or indeed permanently should the need arise. This is, however, only used as a last resort.

Helping Your Child at Home

The most valuable resource parents can give their child is **time**. Spending time talking, playing, reading or writing with your child shows them the importance you place on these activities and reinforces the efforts of the school. The value of this is not reduced as your child matures.

Homework

Government regulations require children from Reception to Year 6 to be involved in homework. Please see our homework policy for guidance. Reading, spelling and topic work are some forms homework may take. We encourage parents to support their children with their homework and ask for it to be sent in on time.

Home-School Agreements

At the start of term parents, children and school enter into a home-school agreement. We encourage a partnership approach to working with your children. Please sign and return as soon as possible.

Clothing and Possessions

After an approach by parents to the Governing Body and a lengthy process of consultation, it was agreed that a recommended form of school dress be adopted. This consists of a jade green sweatshirt with the school logo. These are available by ordering from the School Office on the Vernon Road Site. All other items are readily available from most children's clothing stores, these consist of the following:

Navy blue trousers/skirt
Plain white shirt or polo shirt
Plain black shoes or trainers

All clothing should be marked with the child's name in as permanent a form as possible.

Children in the High Ridge site should bring a change of footwear for indoor use only.

Children in the Vernon Road site should bring appropriate clothing for P.E., dance and games lessons in order that they may change both before and afterwards. This should consist of a T- shirt and shorts or a leotard.

Money should not be brought in to school over and above what is strictly necessary for dinners, milk, visits etc. Children must always carry their money with them it must never be left in coat pockets or trays.

Children should not bring expensive toys or games in to school as staff cannot be responsible for their safe- keeping.

Jewellery

Children should not wear jewellery, other than studded earrings for those pupils with pierced ears.

No jewellery, including earrings should be worn in P.E. or swimming for safety reasons.

Staff are not responsible for either removing, or replacing earrings. Those children with pierced ears must be able to remove and replace earrings themselves.

Children should be aware that they are responsible for their own possessions.

Out of School Activities

There are various activities, which take place after school at different times of the year. These mainly involve Key Stage 2 children. Parents are given advanced warning of these and are always informed if an activity, which affects their child has to be cancelled for any reason.

Sport

School has been recognised for its achievement in sport by receiving a national award, 'Active Mark'.

Children throughout the year are involved in numerous sporting activities in and out of school, these being cross- country, athletics, football, quick cricket, rounders and netball

Parental Involvement

As well as encouraging parents to come in to school to discuss children's progress, we also encourage parents to get actively involved with the life of the school. Whilst recognising that many parents have commitments, which prevent them working in school, we encourage others who have time and enthusiasm to become involved. If you are able to come and help in school, please contact your child's class teacher who will be glad to see you.

Parent/teacher reviews are held in October and March, children set targets for progress and these are set, then reviewed. A report of child's progress and attainment is given out in July.

As well as helping children working in school we have the Friends of Ward Green group whose aim is to raise funds for school in order to purchase books and equipment which the schools budget cannot fund. The group is constantly on the look out for more parents wishing to be involved.

Curriculum Complaints Procedure

The Governing Body has accepted the Authority's complaint procedure, which has been drawn up to meet the needs of the 1988 Education reform Act. A summary of this is included below. Any parent interested in finding out full details of this procedure should contact the Headteacher.

- a. Many complaints can be resolved informally by discussion with the Headteacher and/or staff at school.
- b. Informal attempts having failed, the Headteacher will supply the complainant with the name of the designated officer in the L.E.A. and the complaint may be heard by the Governing Body.
- c. Formal complaint to the L.E.A.
- d. A complainant who is still dissatisfied after these procedures have been exhausted will be able to complain to the Secretary of State.

Dinners

Children paying for a school meal should bring dinner money in full on the first day of the week in an envelope marked with their name, class and amount. If you are unable to pay the full amount for meals at the beginning of the week, the balance must be brought in to school on the last day of the week. The cost of a meal is currently £1.50p per day - £7.50p for the week.

The Young Encounters School Meals Service is to give a quality service that provides children with healthy, wholesome and varied meals. Every effort is made to accommodate the needs of children by staff who work to build relationships with them. If you have any queries regarding the meals service, please contact Mrs. A. Musgrave on 200182 for the Vernon Road Site and Mrs. D.Taylor on 734018 for the High Ridge Site.

Children who prefer are allowed to bring a packed lunch to eat in school. Please ensure that packed lunch boxes are clearly named, and a spoon is provided from home for yoghurts.

Children who go home for dinners should not return to school before 12.50pm.

Free Meals

Parents who think they are eligible for free school meals for their children should apply to the Scheme of Aid Office at Berneslai Close. School has to be informed by the office that a pupil is in receipt of Scheme of Aid before we can allow a child to have a free meal in school.

Milk

Those children who receive free meals are also entitled to free milk. Other children wishing to have milk in school must pay for it on a termly basis at the beginning of each term. The current charge is £6.00 per term. This money is not refundable.

Attendance and Punctuality

Absence from school due to illness must be explained either by telephone or note. The note should be sent to school if the absence is likely to be prolonged or brought in to school on the child's return if the absence only covers a day or two. Prolonged unexplained absence will be referred to the schools Education Welfare Officer. If a child is off school without an explanation our attendance officer will ring at home to find out the cause, this allows us to monitor attendance and authorise absences.

Holiday Form

Parents wishing to take their children on holiday during term time should collect a holiday form from the main office before the event. The maximum time allowed for this under the law is ten days in any one school year. Any additional days are classed as unauthorised absence. We advise children not to take school holidays the second or third week in May as this is SAT's week.

The Governors at Ward Green School discourage holidays in school time as this has adverse effects on the child's education.

Children needing to go out of school to visit the doctor or dentist etc. will only be allowed to leave the building if they are collected by parents, or have a letter from parents asking that they be allowed to leave school on their own. A verbal message from a child will not be accepted.

We would ask parents to try to ensure that children arrive at school in time for the start of morning and afternoon school. Whilst we do accept that from time to time situations occur which enforce a child to arrive late to school, late attendance is recorded and persistent lateness of a pupil will be reported to the Education Welfare Officer.

Home/School Partnership Agreement

On admission to school we request parents to fill in a home school agreement outlining a contract between parents and ourselves. This includes standard of behaviour, attendance and gives very clear expectations for everyone concerned.

Times

Nursery	Morning	9.00am	to	11.30am
	Afternoon	12.45pm	to	3.15pm
High Ridge	Morning	9.00am	to	12.00 noon
	Afternoon	1.00pm	to	3.20pm
Vernon Road	Morning	9.00am	to	12.00 noon
	Afternoon	12.55pm	to	3.25pm

We would be grateful if your child could be in school at least 5 minutes before the start of morning and afternoon school but not more than 15 minutes before the start of the school day unless arrangements have been made with the Headteacher.

Playtimes

Vernon Road

Morning	10.40am	to	10.55am
Afternoon	2.15pm	to	2.30pm

High Ridge

Morning	10.40am	to	10.55am
Afternoon	2.30pm	to	2.45pm

No child is allowed to leave the premises at break time.

Unless the weather is unsuitable children will not be allowed to stay inside at break time unless parents inform the class teacher either personally or in writing that due to illness the child should stay in.

Charges and Remissions

The Governing Body has decided to adopt the Charges and Remissions Policy drawn up by the Authority. This outlines activities which schools can charge for and those which should be provided free of charge. Any parent wishing to see a copy of the policy should contact the Headteacher. Payments for visits out of school but which take place wholly during school time is at the discretion of the parent, but if an inadequate number of parental contributions is received

then the visit cannot take place and the children will have lost an important educational experience. We hope you will be able to support staff in providing real, first hand learning experiences for your child.

Transfer to Secondary School

During the Autumn Term of Year 6 parents will be issued with current information regarding procedures for transfer of children to Secondary School.

School Terms 2005 - 2006

Autumn Term 2005

Term begins	Tuesday 6 th September	
Half Term	Mon 24 th – Fri 28 th October	
INSET Day	Monday 14 th November	(pupils do not attend)
INSET Day	Tuesday 25 th November	(pupils do not attend)
Term ends	Wednesday 21 st December	

Spring Term 2006

Term begins	Weds 4 th January 2006	
Half Term	Mon 13 th – Fri 17 th February	
Term ends	Friday 31 st March	

Summer Term 2006

Term begins	Tuesday 18 th April	
Bank Holiday	Monday 1 st May	
INSET Day	Thursday 4 th May	(pupils do not attend)
Half Term	Mon 29 th May – Fri 2 nd June	
Term ends	Fri 21 st July	

Attendance 2004/2005

Percentage of pupils with Authorised Absences	94.2%
Percentage of pupils with Unauthorised	9.0%

In virtually all cases unauthorised absences are the result of school not being informed by parents as to the reason for a child's absence in spite of the fact that parents are aware of it. In order to try to reduce this figure even further, parents of pupils who have absences which are not accounted for by the class teacher will receive a letter from school asking for reasons for the absence. Failure to respond to this letter will then classify the pupil as being absent without authorisation, in other words truanting.