

BURY CATHOLIC PREPARATORY SCHOOL

TRACKING POLICY

WHS 31

Vision Statement

Inspired by our faith in Christ, we aim that each person should aspire to reach their full potential in body, mind, heart and spirit

Aims

1. To educate all our children in a secure and loving environment, working together to ensure that we provide the positive experiences of success that give confidence and motivation for future learning
2. To develop a set of spiritual and moral values – honesty, tolerance, integrity, respect and good judgement
3. To engage pupils of all ability levels, enabling them to meet the challenges of their education through a broad, balanced curriculum and a wide range of extra-curricular activities
4. To encourage children to become articulate and motivated learners through both independent and cooperative learning
5. To equip our children with the necessary life skills and experiences to become responsible, participating citizens
6. To promote logical and creative thinking which develops enquiring, discriminating minds and a love of learning
7. To ensure smooth progression through key stages
8. To maintain a stimulating learning environment which maximises individual potential
9. To be acknowledged as an outstanding school where children and staff flourish

Inclusion

We recognise that all our children have the entitlement to be included in all aspects of school life. In order to ensure our children are valued as individuals and able to benefit from the opportunities on offer. We:

- Adapt activities to take account of learning styles
- Plan carefully to include a variety of teaching approaches and setting of additional targets
- Assess the language used
- Communicate with other members of staff and parents
- Develop cross-curricular links
- Allow time for reflection and role-play
- Thoroughly evaluate and monitor

EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.2 Inclusive practice 1.3 Keeping safe 1.4 health and well-being	2.1 respecting each other 2.2 Parents as partners	3.4 The wider context	

The welfare of the children is paramount at Bury Catholic Preparatory School. Children of CSA (compulsory school age) are tracked in the following ways:

1) Absences

All absences should be requested in advance using an absence request form (copy attached and also available from the office). This is signed by Mrs Dean. A note is then placed in the register informing the teacher and a note is held on file to monitor the total number of days absent within one academic year. Large numbers of absences and/or persistent late marks are to be reported to the Head who will determine if any further action should be taken.

2) Monitoring

The register is checked each morning between 9.30am and 10.00am by the School Secretary. Any absent marks must be explained by an authorised absence note. If not, the following procedures are put in place by the Secretary:

- A visit is made to the relevant classroom to see if the child has arrived late. If so, then a late mark is made in the register and no further action is taken.
- If the child is still unaccounted for, then a parent/carer is contacted by telephone to ascertain the reason for the absence. If parent/guardian confirms that the child is in their care, then no further action is taken.
- If the child is still unaccounted for, Emergency Procedures are put in place (see attached sheet). Parents will be given an additional telephone number to contact school in case the line is busy.

3) Withdrawal from the school

When a child leaves the school at the end of year 6, the records are transferred to the relevant high school and the local authority are informed as to their transfer destination. This is done in writing as Bury Catholic

Preparatory School does not use UPN numbers or have access to the Common Transfer Files used by the LEA.

If a child leaves before Year 6, the parents are written to asking them to confirm where their child has transferred to (see copy of letter attached). The Admissions Register is then updated with the information supplied by the parent/guardian and the records forwarded.

Appendices

1. Safety Policy
2. Emergency procedures

Reviewed July 2015

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EMERGENCY PROCEDURES

If, after consultation with the parent/carer, it is found that the child is unaccounted for then the following procedures are to be put in place:

- Headteacher to be informed immediately.
- All children are to remain in their classroom.
- All staff to be asked if they have seen the child that day.
- Friends of the missing child are to be asked if they have seen them that day.
- Each class teacher is to search their classroom and report their findings to the School Office.
- The Secretary is to search the toilets and school grounds.
- The local Police are to be informed of the situation and their procedures are to be followed from this point forwards.
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