

Supporting Children with Long Term Absence Policy

Formerly known as Sending Work Home Policy

Written by: Cathy Day
Reviewed by: Kaycee Fordham
Approved by:
College of Management
Council of Trustees

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Policy Statement

From time to time pupils may be absent from school for a prolonged period of time. This may be due to illness, family matters or other circumstances. It has been recognised that should this happen then a pupil may fall behind the rest of the class which would be detrimental to their learning and success at the school. This policy relates solely to the Lower School at the South Devon Steiner School.

Procedure

The following procedure will be adhered to:-

Absence of less than 5 days

If a pupil is absent for less than 5 consecutive school days within any half term then no work needs to be sent home unless either the Class Teacher or individual Subject Teacher in discussion with the Class Teacher decide otherwise.

Absence of more than 5 days

If a pupil is absent for more than 5 consecutive school days within any half term then the Class Teacher (or Subject Teacher in discussion with the Class Teacher) will prepare appropriate material to be sent home for the pupil to work through. The Class Teacher (or Subject Teacher) may also decide that it is necessary to explain to the parents/carers about the nature of the work so that they too can support their child to complete it effectively. Clear instructions about when to return the work will be included and the Class Teacher (or Subject Teacher) will assess and feedback to the pupil (and parents/carers) within 3 school days. Further work will be sent as appropriate and follow the same rhythm.

It is up to the discretion of the Class Teacher (or Subject Teacher) as to whether a visit to the pupil's home (or place of residence, e.g. hospital) is necessary as well.

It is also up to the Class Teacher (or Subject Teacher) whether the nature of the absence permits work being sent home and at all times shall the Class Teacher (or Subject Teacher) communicate effectively with the pupil's parents as well as their fellow colleagues, as appropriate.

Information/advice/guidance:

- [Keeping Children Safe in Education](#)

Compliance:

- Independent School Standards:
https://www.legislation.gov.uk/uksi/2014/3283/pdfs/uksi_20143283_en.pdf

References:

- Safeguarding & Child Protection Policy
- Attendance & Punctuality Policy