

LOW HALL NURSERY SCHOOL & CHILDREN'S CENTRE

ATTENDANCE POLICY

Introduction

We are an LA Nursery School and admit children from the age of 2 years until they transfer to reception class.

We offer part-time (3 hrs daily /15 hour weekly) education, either on a morning or an afternoon session and extended hours (daycare). This is non-statutory education.

Despite being non-statutory, we aim to promote full attendance for all of our children. We aim to support in enforcing the legal framework as defined in The Education Act 1996 and The Children's Act 1989 (section 36) by preparing children and parents for when the child is ready for statutory education.

The right to education

All pupils have an equal right, and access to, education in accordance with the EYFS statutory framework - no pupils will be deprived of their education opportunities by, either their own absence or lateness, or that of other pupils.

Aims

Low Hall Nursery School & Children's Centre is committed to the principles stated in our school aims. We believe sincerely that all pupils benefit from the education we provide and, therefore, from regular school attendance. We aim to work together with parents in order to ensure the achievement of high levels of attendance and punctuality for all pupils, with the intention of enabling all pupils to take full advantage of the broad range of educational opportunities available to them. In order to achieve the maximum possible attendance any problems, which may impede full attendance, are acted on as quickly as possible.

Expectations

Pupils: School expects that all our pupils will: -

- Attend school regularly.
- Arrive on time (registration is at 9.00am and 12:45pm)
- Listen to parents and the school
- Go to bed at an appropriate time and come to school on time and ready to learn.
- Have eaten breakfast or lunch prior to arriving at nursery.

Parents: School expects that parents will: -

- Bring their child for every session, therefore promoting full attendance.
- Contact the school on the first day of absence, giving reason for this.
- Inform us of any illness on the first day of their child's absence.
- Endeavour to keep health appointments out of school hours when possible.

- Inform a member of staff of any reason or problem that may hinder their child from attending school.
- Seek permission from the school for any leave of absence during term time.

The School: Parents and children can expect the following from the school: -

- To provide a welcome and safe environment
- To communicate with parents and carers.
- To provide education appropriate to the child
- To promote good attendance for all
- To keep regular, accurate and up to date records on children's punctuality and attendance.
- To review each child's attendance half termly.

The Governors

- Ensure there is clear policy and guidance applied fairly by the Head Teacher
- Set attendance targets and monitor attendance data.
- Appoint a governor with responsibility for behaviour and attendance

Home School Links

The school will contact parents if there are concerns about a child's attendance. To ensure good communication parents must be responsible for updating contact details.

Parents are encouraged to contact the school if they need support to resolve difficulties with attendance and punctuality.

When a child's attendance is erratic the school will make contact with the parent. Where there is also poor communication with home, parents may be invited to meet with the Head Teacher or Senior Teacher and if considered helpful professionals such as Children's Centre Outreach Staff may be invited to attend this meeting.

Record Keeping:

It is the nursery staff team's responsibility to maintain the attendance register. The register must be sent back to the office daily at 9.15am and again at 1.00pm. To maintain a standard approach to marking the following will be observed: A BLACK pen to indicate that a child is present Use a RED pen to indicate that a child is absent

The codes to be inserted in the event of absence are kept in the register. Nursery staff should consult the sheets and insert the appropriate code for the absence. Should a pupil arrive in school after 9.15am or 1.00pm, the parent must report to the office to notify the receptionist the child is in school and to be marked in the register, he/she must also give reasons for lateness.

Attendance Targets

Attendance at school is clearly an important pre-requisite for a successful and fulfilling school career. Prolonged absence, irregular attendance and lack of punctuality can all serve to undermine educational achievement and result in considerable long-term disadvantage to children and young people.

The DFE expect children of statutory school age to attend at least 95% of the time. Children with poor attendance at nursery are known to have poor school attendance so early intervention to break this pattern should have long term benefits.

Responding to non attendance /punctuality

Lateness can have a detrimental effect on:

- The child's learning
- The learning of others
- The child's sense of belonging
- The child's behaviour

The school register opens at 9.00am/ 12:45pm and closes at 9.15am/1:00pm. If a child is not attending, the parent should contact the school as soon as possible.

The school responds to non-attendance by contacting parents on the first day of an absence if no reason has been received for children whose attendance is monitored, especially if they are subject to a Child Protection Plan. All other parents are contacted on the second day of an unexplained absence. (Contact will be by telephone from the school administrator).

If monitoring shows that a child's attendance has fallen below 80% and there are frequent unexplained and sustained unexplained absences a letter will be sent home explaining the child's attendance is being monitored. Should the absences continue the Head Teacher or Senior Teacher will then arrange to meet the parent to discuss the reasons for absence and how the situation will improve.

The parent will be given every opportunity to communicate with the school. If attendance still continues to be unacceptably poor, without an adequate explanation and every reasonable step has been taken to ensure attendance by the school, then the Head Teacher will refer the matter to the School Governors.

Non-attendance without a reason being given for a period of 4 weeks would result in their child's place being offered to the next person on the waiting list.

Authorised or Unauthorised Absence

Authorised absence is where the school has either given approval in advance for a pupil to be away or has accepted an explanation offered afterwards as a satisfactory reason for absence.

All other absence must be regarded as unauthorised. The following may be reasons for authorising absences:

- Illness

- Family bereavements
- Family holiday (up to two weeks) but see notes below.
- Medical and dental appointments where proof is available.
- Days of religious observance.

Holiday Absence: The school acknowledges that from time to time some parents will want to take their children out school for holidays. Although this is discouraged, it is within the Head Teacher's power to grant and authorise up to two weeks holiday leave in any academic year. The school considers that these occasions should be kept to a minimum and that repeat requests within the same year should not be authorised. On occasions requests may be received for an extended period of absence over and above the usual 10 day school holiday request. It is expected that these occasions should be exceptional and that the necessity for, and the timing and length of such leave will require careful consideration by school, families and pupils. Examples of exceptional circumstances could include:

-A trip to visit family living abroad. The nature of the trip could justify allowing longer than two weeks in term time.

Monitoring

Attendance data from SIMS will be provided at the end of each half term by the Office Administrator. The Head Teacher will review attendance half termly by inspecting the attendance reports for all pupils falling below 80% attendance. This will enable problems to be identified early, and for staff to make the first contacts with parents concerning improvements to attendance, offering support where this is appropriate.

Where attendance falls below 80% the pupil will be discussed in the regular staff meetings and the child's link worker will also discuss attendance issues at the end of term parent's meeting. Decisions will be taken as to which letter will be sent and/or which support offered where appropriate.

Each term the Head Teacher will report data and progress towards targets for attendance and punctuality to the Curriculum Committee.

The school positively reinforces good attendance and punctuality by:

- Printing the child's name in the School Newsletter at the end of each term
- Providing support for children who are experiencing difficulties with coming to school
- Providing support and Personal Education Plans (PEPs) for those children who have special educational needs or medical needs.
- Identifying where support for parents is needed and using the Family Support Worker, or other agencies to meet their needs.
- Providing advice to parents concerning health matters
- Providing a breakfast club to encourage children to arrive early, start the day in a calm fashion and offer a healthy breakfast. Providing healthy snacks and drinks throughout the day

Extended daycare

Parents will be encouraged to use the Breakfast Club and Daycare where there are attendance and/or punctuality problems. Free places at breakfast, teatime or holiday play scheme may be provided at the discretion of the Head Teacher for children experiencing significant social disadvantage.

We feel that this will help in the following ways:

- It will help with punctuality and attendance.
- It will provide a calmer start to the day.
- It will support friendship groups.
- It will provide healthy food for children at the start of the day.
- It will provide a healthy, calm start to the day will contribute to better concentration in nursery.
- It will support parents where there are difficulties with child care arrangements at specific times e.g. interviews, maternity appointments.

Changing Schools

It is important that if a family decide to move or change schools, that the Head Teacher is informed in writing of the following details-

- The date the child will be leaving and starting the new school
- The address of the new school
- The new home address, if known
- Should a child be withdrawn from nursery and not attending another nursery, the Health Visitor will be informed

This policy will be regularly reviewed and updated as part of the School's Policy Review procedure.

Approved on behalf of the Governors:.....

Approved on behalf of the school:.....

Date:.....

Date for next review: November 2015