

CROSSENS NURSERY SCHOOL - Attendance Policy



Guiding Principles

Crossens Nursery regards good attendance and punctuality as vitally important for the learning and well-being of children.

Children who attend nursery regularly, arrive and are collected on time are more secure and better able to engage with the learning environment.

Roles and Responsibilities

Parents & Carers

- To ensure their child attends every session unless they are unwell.
- To avoid making appointments for their child that occur during school time.
- To inform the nursery by telephone on the first day if a child is absent because of illness and again at regular intervals if the illness is prolonged.
- To inform the nursery if their child is going to be absent and to give the reason for the absence – this can be done by telephone or letter.
- To write to the Headteacher to obtain written permission for holidays during term time.
- To bring and collect their children promptly.
- Ensure that children are brought and collected by a responsible adult, over the age of 16.
- Ensure that the nursery is informed every time someone different will be collecting their child and that a photograph of that person has been provided in advance or the person has a password.
- Bring children into the nursery and ensure a member of staff is aware of their arrival.

Headteacher

- To ensure parents/carers understand the importance of punctuality and attendance.
- To monitor attendance and punctuality termly
- To speak informally to parents / carers if poor punctuality seems to be having a significant effect upon the child's education.
- To write to parents if punctuality does not improve, after informal conversation
- To follow Safeguarding procedures by informing Children's Social Care if poor attendance or punctuality indicates that the child's welfare could be in jeopardy.
- To withdraw the child's place in extreme circumstances – but not if this could further endanger the welfare of the child.

Responsibility of Staff (School Administrator, Teachers and Support Staff)

- To monitor children's attendance and punctuality and ensure a reason is obtained every time a child is absent from nursery by making contact with the family in the event that no reason for absence has been provided (See Absence enquiry procedure). (VM,CM)
- To inform the Headteacher if they have concerns about a child's attendance or punctuality. (ALL)
- To be aware that poor attendance and/or punctuality could be a safeguarding issue and to respond in accordance with the centre's Safeguarding Policy & Procedures. (ALL)
- To ensure that registers are accurately completed with late marks and reason codes for every absence. (ALL)
- To mark a child as being late if they arrive after 9.20 for the morning session or 12.45 for the afternoon session (ALL)
- To provide positive messages to parents/carers about the importance of punctuality and good attendance. (ALL)

Responsibility of Governors

- To agree, support, monitor and review the implementation of the Nursery School's policy on attendance.
- To monitor attendance rates termly.
- To monitor strategies for encouraging good attendance

Glossary of Terms

Authorised Absence - sessions away from nursery where there is a good reason e.g. illness, hospital appointment or other unavoidable cause.

Unauthorised absences are those which the school does not consider reasonable and/or for which there has been no request for absence made or the request has not been granted. This includes :- keeping children off for trivial reasons, absences which have never been properly explained.

Policy Reviewed by Governors: June 2023

Review Date: June 2024