



Foundations for Children
Nursery Schools Federation

Children's Attendance Policy

September 2022

CHILDREN'S ATTENDANCE POLICY

We believe good attendance is essential if children are to be settled and take full advantage of the learning and development opportunities available to them at school. At a young age, continuity and consistency are important contributors to a child's well-being and progress.

Aims

- To create a culture where good attendance is 'normality' and valued
- To value the individual and be socially and educationally inclusive
- To be consistent in the implementation of our policy and procedures

Regular and punctual attendance is paramount so that all children have full access to the curriculum. Valuable learning time is lost when children are absent or late.

Parents are asked to sign a parental agreement as their child starts nursery, which includes reference to attending school regularly and on time and notifying school of any absence.

Procedure

Children should be at school, on time, every day that the school is open, unless the reason for the absence is unavoidable.

Parents are expected to inform school of an absence. Messages of absence from parents are passed to the key worker.

If a child is absent without an explanation for 2 days, office staff will contact parents to ascertain the reason for the absence. Prior to doing this they will speak to the Schools Designated Safeguarding Lead to check who should make the call. In some cases, absence on the first day will be followed up. If the child is known to Children's Services, this service will be informed of the unauthorised absence.

If this does not produce a satisfactory explanation, a member of the Safeguarding team will make contact, initially by telephone. If there is no contact after one week, a letter will be sent to the family. If necessary, an appointment will be made to discuss the matter. If after one month there has been no contact, the child's name will be removed from the register and the place allocated to another child on the waiting list. The Local Authority will be informed that the child has left the nursery.

Any problems with regular attendance should be discussed between the school, the parents and the child. Children could sometimes be reluctant to attend school. Cooperation between home and school is the best way to support children's well-being needs. Parents are expected to contact school at an early stage and to work with the staff in resolving any problems together. Parents of children whose attendance is inconsistent and generally poor will be contacted by the headteacher and their future attendance monitored. If there is cause for concern, the health visiting service and/or Family Support Worker may be contacted to ascertain if family support may be needed. In more urgent cases, social care may be contacted.

Although attendance at nursery is not statutory, authorised absence is only normally granted for emergency situations and medical appointments. All planned absences in term-time must be requested using the Leave of Absence Holiday Request Form. Holidays will be marked as such in the attendance register. Parents may also request an early pick up from Nursery in extenuating circumstances if a regular requirement. In these cases, An Early Pick-up form would be approved and reviewed half termly. All absence forms can be obtained from Reception.

Senior Management Team review children's attendance every six weeks to ensure early identification of support to improve attendance and well being of the children.

Review: Sept 2023

