

# **Growing Together Federation**

Bowerdean Nursery School

Henry Allen Nursery School

Mapledean Nursery School

Name of Policy:

**ATTENDANCE**

## **The Growing Together Federation**

### **Attendance Policy**

At the Growing Together Federation 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 a young age continuity and consistency are important contributors to a child's well-being and progress. Also, we believe regular attendance at nursery can set good practice for statutory school. The school collates and monitors attendance information for all children in line with safeguarding good practice.

The Government expects Schools and Local Authorities to:

- promote good attendance and reduce absence, including persistent absence;
- act early to address patterns of absence.

When taking a place at Nursery we expect that all children will:

- attend nursery from the allocated start date
- attend nursery punctually
- attend nursery appropriately prepared for the day.

We expect all parents and carers to:

- encourage regular nursery attendance (At the Growing Together Federation we expect excellent attendance from children, at least 95% attendance)
- ensure that their child arrives punctually and prepared
- ensure nursery is contacted when the child is not attending
- contact the nursery on the first day of absence
- contact the nursery regarding any issue that may keep their child off school

#### **Encouraging attendance**

The Growing Together Federation encourages regular attendances in the following ways:

- by providing a caring and welcoming learning environment
- by responding promptly to a child's or parent's concern about the school or other children
- by celebrating good and improved attendances
- by monitoring all attendances, informing and arranging meetings with the family, and if necessary, liaising with the Health Visitor.

At the time of entrance to nursery, parents/carers are asked to let the nursery staff know when their child will be absent from school e.g. any kind of known absence including holidays, any form of illness and the expected duration of the absence.

#### **Categorising absence**

Absence can only be authorised by the school and cannot be authorised by parents. All absences will be treated as unauthorised unless a satisfactory explanation for the absence is received.

## **Authorised Absence**

The school is permitted to authorise absence for the following reasons:

- illness
- medical/dental appointments
- family bereavement
- days of religious observance

**The school register opens at 9.10am and closes at 9.20am in the morning and at 12.10pm and closes at 12.20pm in the afternoon.** We ask parents/carers to contact the office to report their child's absence at the start of the session. Should the parents/carers not contact the nursery they are expected to give a reason for absence on the child's return. The nursery will ring on the first day of absence if we have not heard from you.

If unable to contact the main carer, then all emergency numbers will be telephoned to ascertain the child's whereabouts and safety. If no contact can be made, staff will make a home visit. If all procedures have been followed and there is still no response then it will be reported to the police and the child will be classed as a 'missing' child.

When a child has frequent absences or continued absence a staff member will advise and support the families on the importance of regular attendance.

If the frequent/ prolonged absences continue a member of staff will discuss the child's attendance with the Headteacher. If over a period of 3 weeks attendance goes below 50% a letter will be sent to the family informing them that they may forfeit the place if attendance doesn't reach 75%.

Where contact with the parents/carers proves impossible, after a period of 4 weeks it will be deemed that the child has either:

- moved out of the area
- circumstances are preventing the child from attending
- the place is no longer wanted

When a child goes on an extended holiday that child will be removed from the Nursery register if there is no return after the agreed date, (usually 6 weeks) and the place will be given to a child on the waiting list.

On return from an extended holiday the child will re-join the waiting list. All communications regarding holidays of any length must be in writing. Absence figures and analysis are reported to Governors termly in the Headteacher's report and via the Curriculum and Pupil Matters Committee, who monitor attendance.

## **Absence due to family holidays:**

The Growing Together Federation will not authorise holidays during term time unless there are extreme circumstances and these have been requested in writing prior to the event. Wherever possible parents/carers should avoid taking their children out of school during term time for family holidays, such absences can be very disruptive to the children's learning and development. If the child does not return he/she will be removed from the register.

If you choose to take the unauthorised holiday the school will contact the Education Welfare Service Specialist Unit who may issue a penalty notice. This is in line with Section 444 of the Education Act, Local Authority Guidelines and agreed School Policy. Please note that information in regards to term time holidays is available within the school's attendance policy and has been agreed by governors.