

Attendance Policy

Helen Gibson and Clervaux Nursery Schools

Sep 25

Introduction

We are a LA Maintained Nursery School and can admit children from the age of 2-5. We offer part time education places for 15 hours per week (3 hours per day), either on a morning or an afternoon or 2.5 days a week as well as extended education for 30 hours per week (5 full days) for eligible families. In addition, we also offer 2 year places for children. These can be funded places or paid.

At Helen Gibson and Clervaux Nursery School, the attendance of all our children is of vital importance. Although we recognise that attending nursery is not statutory, we hope to instil good habits in children and their families regarding punctuality and attendance, helping them make the most of their education and the activities. If children do not attend school regularly, their learning and overall development are fragmented, and their acquisition of skills and knowledge is interrupted. Their educational achievements are potentially damaged, and their development of personal and social skills. We believe regular attendance at nursery can set good expectations for when they start Primary School.

Aim of the Policy

Our Attendance Policy aims to ensure liaison with parents/carers to promote the highest possible levels of regular attendance and thereby establish a foundation for all future learning. We aim to do this by reinforcing positive messages with parents, explaining the adverse effects of nonattendance. All parents are made aware of the importance of regular attendance prior to admission.

Principles

The Attendance Policy is based on the following principles:-

1. All of our children have the right to access education and to achieve their maximum educational potential.
2. Good attendance will be best secured when all partners have clearly understood roles and responsibilities.
3. All partners need to work together actively to promote and support the fundamental importance of good attendance.
4. The parents/carers should be involved as key partners in securing regular attendance.
5. Early identification, communication, and action on attendance problems are critical in achieving successful outcomes.

Roles and Responsibilities Parents:

Under section 7 of the Education Act 1996, the responsibility for ensuring that children attend school lies with parents. It is vital, therefore, that parents cooperate fully with our nursery and the Local Authority by complying with absence procedures adopted by our school and by making all reasonable efforts to ensure that their child/children attend punctually and regularly. It is important that any difficulties are discussed with the school at an early stage, to enable support and assistance to be provided as soon as possible.

Registration:

The law requires our school to maintain two registers – an admission register, which serves as a school roll and an attendance register

Marking the register:

Attendance registers are completed during the Morning and the Afternoon sessions. They record attendance for AM, PM and ALL DAY offers. It is prescribed that children should be marked as either -present -engaged in an approved educational activity, or absent. The register must also show if the absence was authorised by the school or unauthorised. Authorised absences will be marked as M-medical, R-reason, H-holiday.

Security and Preservation of the Register

The register is a legal document and will be kept securely for a period of three years following the last entry. It may be needed for use in the legal proceedings and should be accurately and fully completed.

Reporting Absence to the Local Authority

Our school will make information available to the Local Authority when requested concerning attendance.

Parents are expected to ring the nursery to inform us of an absence. If we have a child who has been absent for a period of 3 days, we will use our Eyes on the Child policy to enable us to see your child.

Absence Procedures

- Staff will maintain admission and attendance registers. Absenteeism will be recorded (using the appropriate Local Authority codes) and monitored.
- Parents are requested to inform nursery by telephone or email of the reason for absence on their first day of each absence. If nursery do not receive a message we will telephone to enquire the reason for the absence. All reasons for absence are recorded in a log book.
- Persistent absences or low attendance will be addressed by the head teacher through telephone or letter and a way forward for addressing the problem is shared with parents.

The head teacher will liaise with primary schools/Health Visitors if we have any concerns about attendance or lateness.

- We constantly monitor and continually strive to improve levels of attendance. Attendance figures are reported to the Governing Body every term.
- We recognise that time together as a family is also important in a young child's life and these absences are not taken into consideration when determining the child's absence percentage. If family holidays are taken, parents are requested to inform the school office of the dates.