



Greenfield Nursery School

ATTENDANCE & PUNCTUALITY POLICY

Greenfield Nursery School is non-statutory provision for early years education. There is a proven link between attendance and punctuality and children's achievement at school.

Greenfield Nursery School is committed to promoting excellent levels of attendance and punctuality, enabling our pupils to take full advantage of the educational opportunities available to them.

Regular attendance and punctuality are important because:-

- Late arrival at school disrupts the routine of the classroom and the teaching and learning of others.
- Children who have poor attendance and punctuality find it more difficult to settle, to engage with learning and make friends.
- Absence and lateness impacts on the child's ability to participate and benefit from the curriculum on offer.
- Regular attendance and punctuality can help form good habits and promotes the development of a positive attitude towards learning and school.

RESPONSIBILITIES - Greenfield Nursery School

- Greenfield Nursery School is responsible for supporting the attendance of children and for dealing with problems which may lead to non-attendance.

We aim to work in partnership with parents.

- Greenfield Nursery School, as required by **Hertfordshire Education Authority**, will complete attendance registers twice a day, at the beginning of each session.
- Greenfield Nursery School will mark in the registers differences between absence for medical reasons and holidays and children who have arrived late.
- Staff discourage lateness and registers close at **09.00am** and at **12:40pm**. Arrival after these times will be marked as 'late' and parents are asked to sign the 'late register' explaining the reason for the lateness.

•RESPONSIBILITIES - Parents/Carers

Parents are responsible for ensuring that their child has access to early education and to ensuring that their child attends regularly and punctually.

Parents should:

- Ensure that their children arrive at school on time, dressed appropriately and ready to learn.
- Work with Greenfield Nursery School to resolve any issues which may lead to non-attendance
- Notify Greenfield Nursery School by telephone if their child is absent, on the **first** day of absence.
- Try to avoid medical or dental appointments during school hours.
- Try to avoid taking holidays during term time

Procedures for following up absence

- Staff note all absences using the appropriate symbol in the register.

- Absences are recorded, monitored and filed in the office.
- First day response procedures are followed by text message for any absent children, whose parents have not already contacted the school.
- If a child is absent without a reason for two days a staff member will telephone the parents/carers to enquire the reason for absence.
- Parents/carers are politely reminded of school policy and their responsibility to inform the school of the reasons for their child's absence.
- Notes from parents regarding a pupil's absence will be stored in the class registers.
- If a pupil is persistently late or absent the Head Teacher will contact parents. If this continues to be an issue the Head Teacher will invite the parents into school to discuss any problems.

Late collection Procedures

- Doors open at **11:45am** and **3:25 pm** after **12:00am & 3:40pm** if your child has not been collected from nursery or preschool they are considered late and will be taken to Daisy Chain, whereupon you will be charged for the extra service. (see Daisy Chain Policy)

Strategies for Promoting Regular Attendance and Punctuality

The importance of regular attendance and punctuality is stressed to parents through:-

- Initial home visits
- Nursery School parent information booklet
- Discussion with the child's Key person, informally and during Parent Consultations.
- The times and procedures for registration are made clear to parents.
- Staff consistently follow the guidelines for attendance and registration.
- Certificates for 95% & 100% attendance or improved attendance which are presented on a half termly basis.
- Staff work continuously to create an environment where parents and children feel welcomed and valued and want to be part of the school.

Reggie Enti		Deborah Harrison	
Chair of Governors		Headteacher	
Reviewed 21.03.17			