

## **West End First School**

### **Nursery Attendance Policy**

#### **Policy Statement**

Whilst recognising that attending nursery is not statutory, we aim to promote full attendance for all of our children. We hope to promote good habits of punctuality and attendance in children and their families to help them make the most of the education and activities we provide and to prepare the children for school life.

We appreciate that from time to time children may be absent from nursery and that this can be for various reasons such as holidays, illness or family commitments. In order to maintain accurate records we ask that the following procedures are adhered to. This is to ensure that we continue to work and maintain high standards of communication with our families and are able to safeguard the children who attend the nursery.

#### **Recording attendance and punctuality**

Staff will maintain attendance registers. Absenteeism and lateness will be recorded and attendance will be monitored by the School Business Manager and Inclusion Mentor. Should a child's attendance record give cause for concern parents/carers will be contacted by the school to discuss this.

Where children are in receipt of the free government funded education sessions and are absent the school is required to inform the Local Education Authority when:

- the absence is continued or reoccurring
- the absence is for a period longer than 3 weeks

Where a child is absent for 3 weeks the Local Education Authority will review the funding of that placement and this may be removed.

#### **Children taking Holiday or other Family Circumstances**

The school encourages parents/carers to take family holidays during the school holidays however, if your child is absent from the nursery due to planned holiday we ask you to notify the school in writing in advance. This is to ensure that we know where the child is and in order to prevent the school from having to contact you whilst you are away.

#### **Children who are absent due to illness**

When a child is absent due to illness we ask that you notify the school by phone or email on the first day of absence. This is so that we can communicate to other families about any possible contagious illnesses.

Some childhood illnesses are reportable to the Health Protection Agency (HPA) and Ofsted, therefore notification is important to ensure the reporting requirement is met.

Personal details of children who are unwell are kept confidential.

### **Children who are absent without notifying the school**

If a child is absent from the nursery without advance notification the school will contact parents/carers by telephone on the first day of absence.

Persistent absences will be addressed in the first instance by telephone or letter.

The school will liaise with health visitors and other agencies as necessary if there are significant concerns about lateness and attendance.

### **Further information**

Advice to parents/carers about our approach to absenteeism and lateness is available on the school website.

### **Policy review**

This policy was agreed by the Strategic Direction committee of the Governing Body on 27<sup>th</sup> June 2018.

This policy will be regularly reviewed in line with the school attendance policy.