



Wheatley Nursery School

Wheatley Nursery School Attendance Policy

Lynn Wong

Signed by Chair of Governors.

Date issued: April 2022

Review date: April 2023

Principles

Wheatley Nursery School staff and governors recognise that nursery education is non-statutory. However, nursery places are a valuable resource and it is expected that parents/carers will view their children's attendance as a serious commitment to the school and that they will avoid wasting a place which could be used by others.

Children who attend nursery regularly are more secure and better able to engage with the learning environment.

Responsibilities of Wheatley Nursery School

- To provide positive messages to parents/carers about the importance of good attendance.
- To keep records of attendance which clearly distinguish between authorised and unauthorised absence, show lateness so that patterns may be addressed and provide accurate information on actual attendance to enable monitoring and evaluation of attendance rates.
- To recognise that poor attendance and/or punctuality could be a safeguarding issue and to respond in accordance with the Safeguarding policy & procedures. For children already known to services, poor attendance indicates that the child is at increased risk.
- To inform the Headteacher if staff have concerns about a child's attendance or punctuality. The Headteacher (or DSL) should inform the Children's Social Care Assessment team if poor attendance indicates that the child's welfare could be in jeopardy.
- To share attendance figures with parents and carers and to target attendance where it has been an issue and set in place strategies to support improvement.

Responsibilities of Parents / Carers

- To bring and collect their children promptly.
- If their child is absent from nursery ,to call daily with a reason for their child's absence. If there is no call, we will attempt to make contact with the parents. We recognise that nursery children are likely to have some absences due to their own illness or illness of other members of their families.

Long-term unexplained absence

We have the following procedure in the event of regular or long-term absence due to circumstances other than illness:

1. The key person discusses concerns with the Headteacher.
2. The key person has informal discussion with the parents/carer and reports back to the Headteacher.
3. In all cases of long-term unexplained absence, the DSL will consider whether the absence indicates a safeguarding risk. If safeguarding concerns are identified the school Safeguarding policy and procedures will be followed.
4. If a child is still regularly absent or has not returned to school: Headteacher writes to the parent/carer enclosing a copy of the policy and inviting them to come to school to discuss the matter
5. If the situation remains unresolved and the child is still frequently absent or has not returned then the Headteacher will write to the parents/carer withdrawing the place. A copy of the letter is filed in the school office.

Systems to monitor attendance and punctuality

Any absence with no prior explanation will prompt a first day contact. Systems to monitor attendance will include:

- A telephone call to establish the reason for non-attendance.
- Further follow up telephone calls if unexplained absences continue.
- A letter home when contact cannot be made by telephone call.

- A home visit may be considered when attendance is inconsistent.

Monitoring and evaluation of attendance data

Children's attendance patterns will be regularly scanned and any particular concern discussed with parent or carer.

Attendance figures will be shared with staff and the Governing body termly.

Policy links

This policy links to the Safeguarding policy