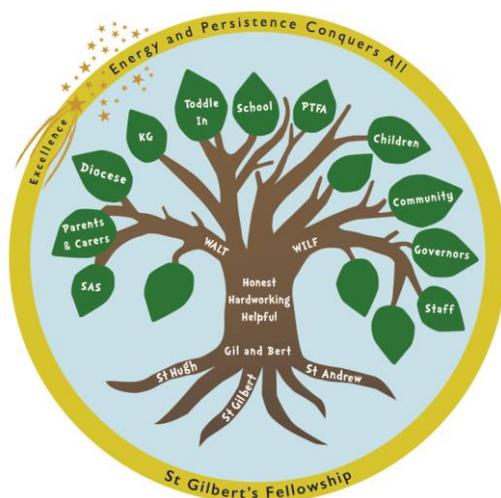


# St. Gilbert of Sempringham Church of England Primary School and Nursery



## POLICY for Attendance: Nursery

Owner/Policy Lead Officer:		Headteacher
Responsible Officer:		Administrator
Consultation:		SLT, Governing Body
Review Arrangements:		Annually
Amended	Implemented September 2016	
	reviewed September 2017	
	reviewed September 2018	

Review Date: **September 2019**

## **ATTENDANCE POLICY**

At St. Gilbert's Nursery School 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 school. At a young age, continuity and consistency are important contributors to a child's well-being and progress.

### **Aims**

- To create a culture where good attendance is 'normality' and valued
  - To value the individual and be socially and educationally inclusive
  - To be consistent in the implementation of our policy and procedures
- Regular and punctual attendance is paramount so that all children have full access to the curriculum. Valuable learning time is lost when children are absent or late.

### **Procedure**

Children should be at Nursery, on time, every day that the school is open, unless the reason for the absence is unavoidable.

Parents are expected to inform Nursery of an absence. The register closes at 9.15am, 12:15pm or 1.15pm. Messages of absence from parents are passed to the Nursery staff.

If a child is absent without an explanation, office staff will contact parents to ascertain the reason for the absence. If the child is known to Social Care, this service will be informed of the unauthorised absence. If this does not produce a satisfactory explanation, the Nursery Staff or Headteacher will make contact, initially by telephone. If there is no contact after one week, a letter will be sent to the family. If necessary, an appointment will be made to discuss the matter. If after one month there has been no contact, the child's name will be removed from the register and the place allocated to another child on the waiting list. The Local Authority will be informed that the child has left the nursery.

Any problems with regular attendance are best sorted out between the nursery, the parents and the child. Children could sometimes be reluctant to attend nursery. If a child is reluctant to attend, it is never better to cover up their absence or to give in to pressure to excuse them from attending. This gives the impression that attendance does not matter and may make things worse. Cooperation between home and school is the best way to support children's well-being needs. Parents are expected to contact nursery at an early stage and to work with the staff in resolving any problems together.

Parents of children whose attendance is inconsistent and generally poor will be contacted by the Nursery staff or headteacher and their future attendance monitored. If there is cause for concern, the health visiting service and/or Multi-agency Team may be contacted in order to ascertain if family support may be needed. In more urgent cases, social care may be contacted.

Although attendance at nursery is not statutory, authorised absence is only normally granted for emergency situations and medical appointments. All planned absences in term-time must be requested using the Leave of Absence Holiday Request Form (see Appendix 1). Holidays will be marked as such in the register holiday Form (see Appendix 1). Holidays will be marked as such in the attendance register.