Attendance Policy

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Rationale:

At Woodfield Nursery School we recognise that attending school regularly has a positive impact on teaching and learning. Research clearly shows that non-attendance at school impacts greatly on children's life chances and their future education. We will encourage good attendance for all pupils, by offering a welcoming environment in which pupils feel valued and part of the school community. We value our strong relationships with our families that reassure parents as they leave their children in our care. We know that children who have persistent absences may take longer to settle or make friends.

All absences affect the pattern of a child's schooling and regular absence will seriously affect their learning. Absence or late arrival also disrupts teaching routines and can affect the learning of others in the same group / environment. Whilst we acknowledge that nursery attendance is non-statutory, we also know how vital good attendance and punctuality is, not just for academic reasons but for social skills and communication, enabling your child to achieve their full potential. It is very important therefore that you make sure that your child attends regularly.

Department for Education (DfE) guidance states that all schools should have effective systems and procedures for encouraging regular school attendance and investigating the underlying causes of poor attendance which should be set out in an attendance policy. These systems should be reviewed regularly and modified where necessary to reflect the circumstances of the school.

Aims

We will

- Promote a culture across the school which identifies the importance of regular and punctual attendance.
- Make attendance and punctuality a priority for all those associated with the school; including pupils, parents, staff and governors.
- Have a consistent approach for managing attendance to ensure parents feel supported and the message of good attendance is shared.
- Further develop positive and consistent communication between home and school.
- Set targets to improve individual and whole school attendance levels.

Rights, Roles and Responsibilities

At Woodfield, we believe having good attendance is everyone's business.

We will develop a procedural framework which defines agreed roles and responsibilities for

- Parents and carers
- School staff
- Governors

to complement this policy, and identify how we will deliver our aims in respect of regular and punctual attendance.

This procedural framework will include guidance on

- Registration
- Punctuality
- What constitutes unauthorised absence
- Systems for monitoring attendance and punctuality for individual pupils
- Systems for dealing with absence
- Systems for monitoring whole school attendance and action planning

Absence procedures

If your child is absent you must:

- Inform school as soon as possible and at the latest by 9 am on the first day of absence by calling school on 01282 614636

If your child is absent we will:

- A member of the admin team will telephone you on the first day of absence if we have not heard from you, to find out what the reason is and when your child is expected to return. If we are unable to contact you, we will approach your emergency contacts.
- The Headteacher or senior teacher will telephone you on the second day of absence if we have not heard from you or to follow up if we expected your child back in school.
- A home visit will be conducted by two members of staff on the third day of absence if we have not heard from you. A plan of support may be offered in collaboration with your child's key worker to support improving attendance. At this time, parents will also be made aware that their child is in danger of losing their place if another child is on our waiting list.

Punctuality

The school day starts at 8.40am/12.30pm and we expect your child to be walking in their class at that time. Nursery phonics begins at 8:45am. The doors are locked at 9am/12:40pm to allow for parents dropping off children at other schools first, and the registers are marked. Your child will receive a late mark if they are not in by that time. If your child has a persistent late record, you will be asked to meet with the Headteacher and/or your child's class teacher to resolve the problem. Please let us know at any time if you are having problems getting your child to school on time.

Persistent Absence

The minimum attendance level which is expected of all primary aged children nationally is 95%. At Woodfield Nursery School we will seek to achieve this level of attendance. A pupil becomes a persistent absentee when their attendance falls below 90% at any point during the school year; whether the absences are authorised or unauthorised. When attendance nears this level children miss significant amounts of schooling; meaning that their educational progress is put at risk. We need parents' full support in ensuring that attendance does not reach this level. However, if for any reason a child's attendance does fall into this category parents will

be asked to do all they can improve the situation. We will consider individual circumstances such as illness and medical and assessment appointments. Parents will be aware that your child is in danger of losing their place if another child is on our waiting list.

Holidays in Term Time/Extended Leave

Woodfield Nursery School will discourage the taking of holidays in term time. At Woodfield we are aware that Nursery education is non-statutory however we actively discourage the taking of holidays in term time. We will not guarantee to hold a child's place for longer than a four week period if holidays are taken. Parents will be asked to use the absence as a learning experience for their child and provide photographs and information about the holiday so it can be used in the classroom to support teaching and learning.

Religious Absence

The school will authorise one day of absence per religious festival, e.g. Eid, (i.e. the day set aside by the religious body of which the parent is a member) and this will be marked as 'R' in the register.
Parents must request any additional leave in advance and this can only be authorised if it is felt that exceptional circumstances apply (this would be marked in the register as 'C').

Monitoring, Analysis, Action Planning

Woodfield Nursery School will use electronic systems for monitoring attendance at both individual pupil and whole school level. We will analyse patterns and trends of non-attendance to inform future action planning and target setting in respect of whole school attendance matters.

Picking up your child

We consider the safety of your children the highest priority and will not allow anyone to pick up your child who has not been named on the pick-up list without prior notice from the parent or carer; we will follow up with a phone call to parent or carer if someone arrives who we are not expecting. **We will not allow anyone under 16 to pick up a child** unless they are the child's parent. Our collection times are set at 11:40am and 3:30pm.

Review of Whole School Attendance Policy

Woodfield Nursery School will review this policy and the associated procedural framework annually.

WHOLE SCHOOL ATTENDANCE POLICY PROCEDURAL FRAMEWORK

Rights, Roles and Responsibilities of Parents and Carers

- Ensure the child in their care attends nursery regularly and comes on time
- If the child is absent to inform the nursery on the first day of absence before the designated time and provide a reason for the absence.

- If the child is absent for more than 1 day, to inform the nursery of the continued absence and update as to the reason for the absence regularly.
- If the family is encountering difficulties that affect their ability to get their child to nursery each day, they should discuss this with their nursery school key person or the head teacher.
- Acknowledge behaviour needed out of school to ensure good attendance e.g. early bedtimes and getting clothes ready the night before.
- Ensure that we have an up to date contact list including emergency contacts who can be contacted if a parent cannot be reached.
- Parents should avoid any extended leave unless there are exceptional circumstances. A request for absences should be completed and evidence provided of circumstances.
- Parents are expected to pick their child up at the agreed end of session time which is currently 11:40am or 3:30pm. Some children may be given different start and end times when settling in or when attending extended hours. Please let staff know if you are unavoidable detained wherever possible or if you know you will be late due to exceptional circumstances.

School Staff

- Key persons will discuss attendance and punctuality with children, parents and carers.
- The Office staff will contact families on the first day of absence if parents/carers have failed to notify the school.
- Key persons will take a daily register which will be closed 10 minutes after the start of the session.
- Key persons will contact parents if they are late picking up their child where there has been no explanation given. Parents may be charged if they are consistently late in accordance with our charging policy.
- Nursery school attendance will be monitored through the SIMS attendance programme.
- The school's administrator will inform the head teacher should a child's attendance fall below 80%.
- The head teacher will report on attendance to governors each term through the head teacher report
- The head teacher will consider any request made using school criteria and will make a decision whether this can be authorised or not.

Governors

- Governors will determine levels of attendance permissible prior to removing and reallocating nursery school places. This will be considered on an individual basis and circumstances of absence taken in to consideration
- A Governor will be appointed to monitor attendance and work closely with school to raise attendance levels