



Ysgol Feithrin Fair Oak

## **Nursery Attendance Policy – to be read in conjunction with letter from the Local Authority**

### **Aims**

- To improve the attendance in nursery
- To reduce the occurrence of lateness in the nursery
- To create a partnership based on the understanding of the importance of attendance
- To create an ethos of punctuality in the nursery
- To encourage routines in preparation for the transition to compulsory education in the Foundation Phase

### **Equal Opportunities**

All children should have an expectation of receiving an education of the highest possible quality, part of which relies on children and staff arriving on time and being ready and prepared for a day's work without interruption from late arrivals. There is also an expectation that all children and staff will attend regularly unless there are genuine extenuating circumstances which prevent this.

Therefore, this policy applies to all staff and children, regardless of race, religion, culture, gender or ability.

### **Organisation**

All staff are responsible for monitoring lateness and absence. The teacher/HLTA/Headteacher is responsible for accurate and efficient registration of children at the beginning of each session. The School Support Officer is responsible for sending out any letters to parents and for entering attendance data into the computerised attendance system. Staff will raise concerns with the Headteacher, who monitors individual and whole school attendance on a regular basis. The Governing Body will be informed of attendance rates and a target for improvement set which is currently set at 94%. Whilst recognising that nursery is non-statutory, good attendance and punctuality play a vital part in ensuring that the right attitude is set for the child's future education. However, the nursery staff realise that when children are mixing in large groups at a very young age, even with careful hygiene rules, it is inevitable that children will sometimes need a considerable amount of time at home with illnesses such as colds and infectious diseases.

### **A Whole School Approach**

It is the responsibility of parents to inform the nursery of the reason for their child's absence as soon as possible on the first day of absence. This can be by telephone or by letter or by personal contact with the school. The school should be notified in advance of any medical or dental appointments which necessitate the child's absence.

If parents do not notify the nursery, they will be telephoned following the third day of absence. If there is no response, then follow up calls will be made daily until a reason is given to explain the absence. If no response is received within ten working days a letter will be sent asking the parent/s to contact the school immediately. Parents will be advised that if no reply is received within fourteen days of the letter, the place will be withdrawn. Absences are authorised according

to Newport City Council guidelines. . Unauthorised absences or absences which take the child's overall attendance below 80% are referred to the Headteacher who will speak to the parents concerned to encourage them to improve their child's attendance. The Headteacher and key-workers will monitor and encourage all parents to ensure their children attend regularly and are punctual. The nursery may need to contact the LEA where there are difficulties in determining whether absence is justified. Good attendance is celebrated and a certificate awarded each term.

### **Punctuality**

It is essential that children arrive in nursery on time. Children should go straight into nursery where staff are on duty. Parents are asked to help their child self-register before the nursery teachers completes the written registration. Parents who wish to speak to a member of staff may be asked to wait until the gate is closed or to make a mutually agreed appointment.

Children who arrive late will miss engagement activities and learning experiences. It is also disruptive to other children when children arrive after the session has begun.

If a child does arrive after the nursery gate has been closed, their name will be added to the late book with the time of their arrival.

Nursery concerns about persistent lateness will be followed up by speaking to the parents to explain the importance of punctuality and the effects continuing lateness has on the child. A record of lateness is kept and shared with feeder schools.

It is necessary to implement these procedures for the smooth running of the nursery and to maximise every child's entitlement to education. We aim to work with parents and are happy to discuss this policy at any time.

A O'Brien

Reviewed [September 2009]

Reviewed March 2010

Reviewed September 2010

Reviewed September 2011

Reviewed October 2012 and September 2013

Reviewed November 2014 (The Governing Body have noted the LA Attendance Policy)

Reviewed November 2015 (to be ratified January 2016) Ratified Spring 2017

Draft June 2017 to be ratified Spring 2018