



## **Grace Owen Nursery School**

### **Attendance and Absence Management Policy**

At Grace Owen Nursery School we believe that children who attend nursery regularly, arrive and are collected on time are more secure and better able to engage with the learning environment. The nursery views good attendance and punctuality as vitally important for the learning and well-being of children.

#### **Aims**

- To work in cooperation with parents to ensure that children attend nursery regularly and punctually
- To provide a safe, comforting routine conducive to the children's learning and peace of mind

#### **Responsibilities of Governors**

- To agree this policy and review it on a regular basis
- To monitor and support the implementation of this policy
- To monitor attendance rates termly
- To monitor strategies for encouraging good attendance

#### **Responsibilities of Head**

- To ensure that staff are aware of this policy and implement it consistently
- To ensure that parents are aware of their roles and responsibilities regarding attendance
- To monitor attendance and punctuality termly
- To speak informally to parents/carers if a child's attendance is below the expected level of 90% or if poor punctuality seems to be having a significant effect upon the child's education.

- To write to parents if attendance remains low or punctuality does not improve, after informal conversation
- To inform Children's Social Care if poor attendance or punctuality indicates that the child's welfare could be in jeopardy
- To discuss withdrawing the child's place in extreme circumstances--but not if this could further endanger the welfare of the child
- To ensure strategies for encouraging good attendance are implemented

### **Responsibilities of Staff**

- To be familiar with and follow this policy at all times
- To monitor the attendance and punctuality of their key children and ensure a reason is obtained every time a child is absent from nursery
  - To inform the Head if they have concerns about a child's attendance or punctuality
  - To be aware that poor attendance and/or punctuality could be a safeguarding issue and to respond in accordance with the nursery's Safeguarding & Child Protection Policy
- To ensure that registers are accurately completed with late marks and reason codes for every absence
- To record the time a child arrives if more than 15 minutes later than expected
- To provide positive messages to parents/carers about the importance of punctuality and good attendance

### **Responsibilities of Parents**

- To ensure that children are brought and collected by a responsible adult, over the age of 16
- To ensure that their child attends every session unless s/he is unwell

- To bring and collect their children promptly
- To bring children into the nursery classroom and ensure a member of staff is aware of their arrival
- To inform the nursery by telephone on the first day if a child is absent because of illness and again at regular intervals if the illness is prolonged
- Where possible, to inform the nursery in advance if their child is going to be absent and to give the reason for the absence--this can be done by telephone or letter
  - To inform nursery about holidays during term time
  - To ensure that the nursery is informed every time someone different will be collecting their child and that person has a password
  - To demonstrate an understanding of the importance of regular and prompt attendance in promoting their child's learning

#### Associated Policies

- Safeguarding & Child Protection
- Missing Children

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