

## TRIANGLE NURSERY SCHOOL SCHOOL ATTENDANCE GUIDANCE

### Statement of Intent

With the intention of enabling all children to take full advantage of the learning opportunities available to them, Triangle Nursery School aim to encourage excellent levels of attendance and punctuality.

### Rights, Responsibilities and Roles

#### School

Triangle Nursery School will record and monitor attendance with the principle that regular time-keeping and uninterrupted attendance is vital to a child's educational progress.

Triangle Nursery School will work closely with children's families/carers where attendance or punctuality gives cause for concern, offering additional support where necessary.

#### Children

- Children will have individual records of attendance and punctuality recorded

#### Parents/Carers

- Parents/Carers are responsible for immediately informing the nursery of the reason for any absence by calling the nursery on the first morning of the absence.
- Parents/Carers are responsible for being on time bringing and collecting their child from school

*Both the above statements parents/carers agree to after reading "The Home School Agreement".*

#### Registration (including punctuality)

On arrival to the nursery, parents/carers must ensure they take their child into the reception area and get their child marked in the register

#### Morning session and full-time

- Registers open at 9.00 and close at 9.15. Any children arriving after 9.15 will be recorded in the register as late.

- Morning session ends at 11.30. All children attending morning only sessions must be picked up at this time

#### Afternoon session

- Registers open at 12:45 and close at 1.00. Any children arriving after this will be recorded in the register as late
- Sessions end 3:00 to 3:15. After 3:15 parents/carers are recorded as late picking up.

#### Punctuality

Only in extreme circumstances and by prior arrangement with the Key-person can a child arrive and be collected outside of the above times, ensuring staff in the administration office are also aware.

Parents/Carers of children arriving after the registers have closed are responsible for ensuring their children are marked in the register.

#### Authorised/Unauthorised absences

Absence from school may be authorised if it is for the following reasons:

- Sickness
- Medical/dental appointment
- Religious observance
- Family circumstances, such as bereavement

Absence outside of the above are not authorised unless in a matter of extreme circumstances.

#### Holidays in term time

Although nursery education is not statutory, taking time out for holidays for some children can affect their settling on return

#### Requesting an absence for holidays

Please ask the administration office for "A Holiday Request Form".

The Headteacher or Deputy will sign to agree the absence, and a copy will be kept on file

## Absences

On the first day of an unexplained absence, the parent/carer will receive a text message.

On the second day, the parent/carer will receive a follow up text message

On the third day the parent/carer will receive a call asking for a reason for the child's absence

If after five days the nursery has been unable to gain an explanation, a letter will be sent to the parent/carer. The letter will give the parent/carer four weeks to respond by, if no response is received the child will be taken off role after the date stated in the letter. If there any circumstances which may make attendance difficult for the parents/carers please contact the school where advice may be given.

## Strategies for Promoting Attendance/Punctuality

In addition to the steps followed for Absences (see above)

- Parents/Carers are kept fully informed of all concerns regarding attendance/punctuality
- At the end of each term a print-out of all children's attendance will be given to each Parent/Carer. Where there is cause for concern, a meeting will be arranged and strategies put in place to improve the attendance/punctuality
- Parents/carers to be made aware that attendance and punctuality information will be forwarded to the child's primary school

## Collection of Attendance Data

A range of attendance data will be collected on a termly basis in order to assess the impact of the nursery's attendance practices and interventions. Admin staff will be responsible for collecting the analysis.

Each term the following data will be collected and analysed in order to assess performance and trends:

- Whole school attendance rates
- Numbers and proportion of persistent absenteeism and punctuality
- Rates of unauthorised absence
- Attendance/absence/punctuality for particular groups e.g. gender, ethnicity, SEN etc

#### Attendance and OFSTED Inspections

*"Judgements about attendance need to take account of rather more than simply the attendance data. Learners' attendance is judged under Personal development and well-being. The school's work to promote good attendance and reduce absence is judged as part of an evaluation of care, guidance and support"* (Guidance on Inspecting Attendance DFES 2008)

All parents/carers to receive a copy of this policy and will sign and agree to adhere to its content

Guidance created January 2011

Please sign below and return to the slip to the administration office.

Thank you

Name of child.....

Name of parent/carer.....

Signature of parent carer.....

Date.....