

Hungerford Nursery School Centre for Children and Families Attendance Policy

To be reviewed: Every two years

Policy Agreed: 3rd July 2018 **To be reviewed:** July 2020



This Policy relates to the Nursery School and Pre-nursery

Date	Description of any changes
27.03.2018	

Hungerford Nursery School Centre for children and Families adopts a positive attitude towards attendance. We recognise that regular attendance has an impact on social inclusion and effective learning. We believe that this will best be attained through an effective and meaningful partnership with parents and other professionals.

- It is expected that children will attend Hungerford Nursery School and Pre Nursery for their allocated hours as stated in the Admission Policy.
- Dates for attendance will be in line with those displayed on the website, termly in the information sheet for parents, in the school brochure and on the information board in the entrance hall.
- Parents/carers are also informed at the Parents Admissions meeting and in the brochure of the expectation of their child's attendance and requested to inform the nursery on the first day of absence if a child will not be attending nursery, giving the reason for non-attendance.
- All staff are to follow Appendix A – Procedures for Staff.

Appendix A – Procedures for Staff

1. Guidelines for non-attendance

The following are guidelines to be acted upon when a child has been absent from Nursery for three days or three sessions in Pre Nursery with no explanation given for non-attendance.

Procedure

- i. Keyworker/Centre Administrator to make contact with parent/carer via phone call and establish reason for non-attendance and child's likely date for return to Nursery/Pre Nursery. Remind parent/carer of our need to know when and why children are absent.

- ii. Continual non-attendance with no reason

Headteacher attempts to make contact with parent/carer at least weekly for a period of three weeks via phone/letter/home visit. Once contact made and concern recognised offer support for parent/child to enable return to nursery. Strategies may include: home visit to discuss issues concerning all involved parties, help with collecting and/or returning child home, changing times of sessions to avoid congested times; support for reintroducing child to sessions.

2. Safeguarding

- i. Persistent non-attendance

Where a child is persistently absent, the child's name will be highlighted in the class register. The

Keyworker must report to the office each time the child is absent. The Keyworker/Centre Administrator will contact the parent to establish the reason for absence if it is not known and the information will be recorded on the non-attendance record.

- ii. Safeguarding concerns

Children on Child Protection plans, Children in Need plans or where the Keyworker has concerns will have their name put onto the non-attendance register and have their name highlighted in the class register. If the Keyworker has any concern regarding non-attendance they must speak to the Headteacher.

Headteacher to liaise in the first place with the Family School Support Worker and then to consider involvement of Health Visitor, Education Welfare Officer, Behaviour Support Team, Child Guidance, Social Services – depending on individual circumstances – and in consultation with teaching staff.

- iii. Prolonged non-attendance for one term

Child to be removed from Nursery/Pre Nursery register if place can be filled, in consultation with the Admissions Panel. Otherwise continue working with parent/carer and other agencies to find a way of encouraging return to school. Should a parent wish their child to return to Nursery they should follow the appeals procedure.

- iv. Irregular attendance

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If there are difficulties with regularity of attendance/time of arrival/collection, staff will work with the parents/carer to try and support them in resolving problems.

v. **Recording**

Registers are to be filled out daily with absence codes. The Centre Administrator will monitor these termly. If there is a concern then any follow up phone calls, home visits etc, names of people involved and short description of discussions, strategies agreed etc and conclusion should be kept in child's blue folder.

Attendance Statement

When children come to the Nursery and Pre Nursery regularly and on-time, they benefit by making friends, feeling more settled and learning more.

It is important that your child comes to Nursery/Pre Nursery on their allocated sessions, unless he or she is ill.

Illness

If your child is not well then please phone us on 01488 682628. In your message please tell us your child's name, class and what their illness is.

If your child has diarrhoea or has been vomiting then she or he needs to be free of symptoms for 48 hours before coming back to nursery. This helps to make sure that other children do not get the same bug as your child.

Holidays during term time

Please note: there are 13 weeks of school holidays. Please make every effort to book holidays during this time. However, if you need to book holiday during term time please complete a holiday form, which can be obtained from reception.

Other Absences

Your child is authorised to miss nursery for a medical or other urgent appointment – but please let us know if this is arranged.

Your child is not authorised to miss nursery if you or any other family member has an appointment. Please make an arrangement for a trusted family member, relative or friend to bring your child to nursery. If you are finding it difficult to arrange this then please phone us on 01488 682628 and we will try to help.

Please note that no refund is available for sessions not used or missed either planned or unplanned and places are non-transferrable.

Hungerford Nursery School

HOLIDAY BOOKING FORM

xxxx 2017 – xxxx 2017

Name of Child:

Please fill in the dates for which you require holiday, sign and return this form.

Week Commencing	Mon	Tues	Wed	Thurs	Friday
Monday xxxx					
Monday xxxx					
Monday xxxx					
Monday xxxx					
Monday xxxx					
Monday xxxx					
Monday xxxx					
Monday xxxx					
HALF TERM	Closed	Closed	Closed	Closed	Closed
Monday xxxx					
Monday xxxx					
Monday xxxx					
Monday xxxx					
Monday xxxx					
Monday xxxx					
Monday xxxx					
Monday xxxx					

Please note

No refund or reduction is available for sessions not used, missed either planned or unplanned and places are non-transferrable.

Parent/Guardian Signature: Date