



## **Edith Kerrison Nursery School & Children's Centre**

### **Attendance and Punctuality Policy**

#### **Rationale**

Regular attendance and good punctuality have a positive impact on children's social and intellectual development. It also establishes lifelong habits for the child and helps parents establish good work routines. We recognise that attendance for children under 5 years old is non statutory, and we therefore set out from the start the expectation that parents will commit to bring their child everyday if a place is accepted. When parents accept the free 15 hours entitlement to early education for a two, three or four year old, the commitment to attend is to ensure the best outcomes for the child's well- being and future. Non attendance without good reason is viewed as neglectful.

#### **Purpose**

The purpose of this policy is to set clear guidance on the responsibilities of staff and parents. It also sets out the procedures that will be followed when children are not brought to school regularly.

#### **Guidance**

##### ***Responsibilities of the parent***

- To set a regular routine for their child to ensure they arrive at school having already eaten. Children should be appropriately dressed and ready to play and learn.
- To notify the school by phone, or email if their child is sick before the session starts, stating the exact nature of the illness, for example earache
- To recognise that minor illness does not require children to stay at home. Everyone feels under the weather sometimes.
- To notify the school if your child has sickness or diarrhoea and keep the child at home for 48 hours from the last bout of illness.
- To work with the school to resolve any issues that may be causing poor attendance or lateness.
- To avoid taking holiday or booking personal appointments during term time.
- To collect their child on time and notify the school if they will be late.
- To ensure only adults over 18 collect their child and the names of collectors are added to the contact information.
- To sign the home school agreement on the induction day.
- To request in writing using the school proforma, special leave of absence for travel, celebrations. NB Children are not granted more than 2 weeks for travel and will be taken off roll for longer absences.
- To sign a lateness collection in reception stating why they have collected their child late.

##### ***Responsibilities of the office***

- To note in a daily diary phone calls or other contacts explaining children's absence.
- To contact parents by text each day when no reason has been given for a child's absence.
- To notify teachers and other base room staff that notification has been received. This should be done through e systems.
- To give a telephone contact slip for parents who have not made contact to the base room leader's pigeonhole.
- To use SIMMS and appropriate symbols to record attendance and punctuality.
- To draw the Head Teacher's attention to childhood illnesses that are required to be notified to public health or are commonly infectious for example chicken pox.
- To work with the Head Teacher to create attendance reports for individuals or time frames so as to monitor and plan for interventions. This includes a weekly report for the attendance file.
- To display a termly roll of honour to celebrate children who have 95% or more attendance for a term.

#### ***Responsibilities of the key person and class teacher***

- To complete registers using the appropriate symbols immediately after the final late times of 9.10 am and 12.35 pm.
- To pass to parents slips for non notification of attendance and punctuality provided by the office and pursue their return to the office.
- To work with parents in a confidential and discreet manner to establish high expectations of regular attendance and good punctuality. This includes reporting on attendance through the pupil progress report.
- To praise parents for regular attendance and acknowledge the effort parents invest in setting good habits.
- To give new parents the home school agreement to sign on the induction day and the parent's booklet including the attendance section.

#### ***Responsibilities of the Head Teacher, Deputy Head Teacher***

- To set out expectations for regular attendance and good punctuality as part of the pre-school sessions, introductory meeting or home visit with the Head Teacher or the Deputy Head Teacher
- To ensure parents understand that where the child is not accessing the 15 hour entitlement for reasons linked to poor commitment, it is at the Head Teacher's discretion to withdraw the place
- To work with the office team to identify and celebrate children with 95% or higher attendance for a term.
- To work with the office to identify children with irregular patterns of attendance or overall attendance below 80% . *NB 80% for statutory education is deemed persistent absence.*
- To monitor daily the attendance of the most vulnerable children including those who are subject to child protection plans.
- To plan strategies to help parents improve attendance

### **Procedures for notification of poor attendance that require Head Teacher intervention**

1. Meeting arranged with Head Teacher and parent (NB Family Support Worker or other staff may also be involved)
2. Target improvement and strategies agreed with parent for next two week period.
3. Target met – no further action, child referred for future monitoring; Target not met-; a further meeting with the Head Teacher to review target improvement and issue final warning verbally and in writing. Two week period for improvement.
4. Target met – no further action, HT informally commends parent. Target not met: Head Teacher discusses with the Chair of Governors and place withdrawn verbally and in writing. A referral could be made to social care and triage in some circumstances.

***Timeframe from 1 to 4 is 6 school weeks.***