



## Attendance Policy

### Introduction

We view good attendance and punctuality as vitally important for the learning and wellbeing of children.

Children who attend nursery regularly, arrive and are collected on time are more secure and better able to engage with the learning environment.

Although we recognise that nursery attendance is not statutory, we know that children who attend nursery regularly almost always make better progress in their learning. This is why we expect that parents who take up a nursery place for their child will do their best to make sure their child attends every session.

### Roles and Responsibilities

#### Parents & Carers

- To ensure their child attends every session/opportunity unless they are unwell.
- To avoid making appointments for their child that occur during school time.
- To inform the nursery if their child is going to be absent and to give the reason for the absence – this can be done by telephone, text, email or in person.
- To complete a holiday form to obtain acknowledgment for holidays during term time.
- To bring and collect their children promptly – **please remember it can be very distressing for children to be left until last.**
- To inform the nursery if they will be unable to collect children at the correct time due to unforeseen circumstances.
- To ensure that children are brought and collected by a responsible adult, over the age of 16.
- To ensure that the nursery is informed every time someone different will be collecting their child and provide a password for added security.
- To bring children into the nursery rooms and ensure a member of staff is aware of their arrival.
- To allow children to access their whole entitled three hours a day. This includes arriving on time and collection at the end of the session, allowing the child to participate in group time if possible.
- To be aware that their child risks losing their place at Brunel Nursery School if absent for a period of four weeks without good reason.

#### Headteacher

- To ensure parents/carers understand the importance of punctuality and attendance.
- To monitor attendance weekly, ensuring the Nursery Manager meets with parents if a child's attendance is erratic (two days missed in a two week period).
- To ensure the Deputy Headteacher meets with parents if attendance remains low and does not improve after informal conversation with the Nursery Manager.
- To inform Children's Social Care if poor attendance or punctuality indicates that the child's welfare could be in jeopardy.
- To ensure strategies for encouraging good attendance are implemented.

**Responsibility of Key Workers**

- 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 Headteacher 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 Safeguarding Policy & Procedures.
- To provide positive messages to parents/carers about the importance of punctuality and good attendance.

**Responsibility of Governors**

- To agree, support, monitor and review the implementation of the school's policy on attendance.
- To receive information on nursery attendance termly.

**Glossary of Terms**

**Authorised Absence** - sessions away from nursery where there is a good reason e.g. illness, hospital appointment or other unavoidable cause.

**Unauthorised absences** are those which the school does not consider reasonable and/or for which there has been no request for absence made or the request has not been granted. This includes absences which have never been properly explained.

**Adopted by the Governing Body: September 2016**

**Date of last review: September 2017**

**Date of next review: September 2018**

**Chair of Governors: Mr Fred Kershaw**

**Headteacher: Mr Julian Rogers**

**Nursery Teacher and Manager: Mrs Wendy Rowe**