



OXCLOSE COMMUNITY NURSERY SCHOOL

ATTENDANCE POLICY

Introduction

It is important that parents and children learn quickly the expectation that school attendance is important and is given priority in their daily life. To ensure children develop and progress to achieve their potential they need to attend regularly and punctually.

All parents and carers will be expected and encouraged to ensure their child achieves the maximum attendance possible. It is understood that as children need to be brought to school by adults very rarely there may be family difficulties. Staff will support parent/carers in cases of difficulty by discussion of strategies or timings.

The Local Authority's Every Nursery Day Counts project will be used to support good attendance.

Monitoring attendance at school will also support the safeguarding of children

Procedure

- ◆ Attendance is recorded daily in the register and symbols indicate reasons for absence.
- Parents should contact school before 9.30am on the first day of absence with the reason for that absence
- If the school receives no reason for absence we will contact the parents within first day to find out why.
- In the nursery school the clerk will enter attendance on Sims Database where it can be accessed by the attendance and inclusion team
- If staff are concerned re reasons for non attendance it maybe referred to Headteacher/Designated person for possible further action
- The Headteacher will monitor patterns of regular absence and where necessary ascertain reasons for this and seek to remedy the situation if appropriate or refer to other agencies.
- If a child has failed to attend for 4 weeks and no contact has been made with the school, it will be referred to the Early Years Attendance Development Officer, Inclusion and Integration Team at Sandhill Centre.
- If there is still no satisfactory reason for absence the child's name will be removed from the school register and parents informed to that effect.

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| Introduction for parents | <ul style="list-style-type: none"> • All staff complete a home visit for new children starting the nursery. • Parents are informed of the procedure for informing the school if children are not able to attend school at the home visit. |
| Attendance diary | <ul style="list-style-type: none"> • Staff record in the attendance diary when parents contact the school to inform of absence, along with reason and possible return date. |
| Staff monitoring | <ul style="list-style-type: none"> • Where staff have a concern about a child's attendance the pupil clerk or key worker will contact parents/ carers and document contact positive or negative in the attendance diary. |
| Monitoring Attendance | <ul style="list-style-type: none"> • Attendance is monitored half termly by the pupil clerk and the head teacher is informed of any concerns. • Governors are informed at termly meeting about pupils attendance. |
| Attendance at 90% | <ul style="list-style-type: none"> • When a child's attendance drops below 90% the Headteacher will contact parents via telephone to discuss concerns. • The school will endeavour to support the parent / carer to increase attendance to support child's learning. • Contact with families will be documented on Cpoms |
| Attendance at 85% | <ul style="list-style-type: none"> • The headteacher will write to parents/carers to offer assistance to increase child's attendance. • Parents will be invited into school to discuss attendance concerns. • Contact with families will be documented on CPOMS. |
| Attendance at 75% | <ul style="list-style-type: none"> • If a child fails to attend for 4 weeks the matter will be referred to Early Years attendance development officer, inclusion and integration team. • Parents will receive a letter from the Headteacher, informing them their child's place will be withdrawn unless they are able to attend for a meeting with the Headteacher and chair of governors. |