

# GARRETTS GREEN NURSERY SCHOOL



## ATTENDANCE POLICY

### Safeguarding Statement

At Garretts Green Nursery School we respect and value all children and are committed to providing a caring, friendly and safe environment for all our pupils so they can learn, in a relaxed and secure atmosphere. We believe every pupil should be able to participate in all school activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by, or invited to deliver services at Garretts Green Nursery School. We recognise our responsibility to safeguard all who access school and promote the welfare of all our pupils by protecting them from physical, sexual and emotional abuse, neglect and bullying.

### RATIONALE

At Garretts Green Nursery School, we accept that we offer non-statutory provision and that attendance is therefore not compulsory. However, we strive to ensure good attendance and to improve poor attendance.

We are required by law to maintain records and to produce specified information on the attendance of pupils and are committed to the continual improvements of attendance standards as a direct stimulus to raising pupil achievement.

We also strive to promote punctuality at the start and end of each session and address issues that arise. Poor attendance and punctuality are detrimental to educational achievement and undermine the well-being of each child.

Garretts Green Nursery School aims to achieve 93% attendance and 100% punctuality at the start and end of sessions.

### OBJECTIVES

- To promote good attendance which is vital to educational achievement.
- To convey clearly to parents and pupils that:
  - Regular attendance is essential.
  - Unauthorised absence is not acceptable.
  - Regular or frequent lateness at the start and end of each session is unacceptable.
  - Unjustifiable absence will be investigated and may be recorded as unauthorised absence.
- To keep records of attendance which:
  - Clearly distinguish between authorised and unauthorised absence.
  - Provide accurate information on actual attendance to enable monitoring and evaluation of attendance rates.
  - Show lateness so that patterns may be addressed.
- To build on existing good practice that fosters a positive attitude to good attendance by:
  - Responding rapidly to pupil absence
  - Recognising and celebrate pupils who maintain 'excellent', 'good' and 'improving' attendance.
  - Sharing attendance figures with parents and carers.
- To target attendance where it has been an issue and to set in place strategies to support improvement.
- To target persistent lateness where it has been an issue and to set in place techniques to ensure improvement.

## **SHARING INFORMATION**

Garretts Green Nursery School will make its policy on attendance clear to parents and pupils through:

- Sharing information and expectations prior to admission.
- The prominent display of the Attendance Policy
- The use of standardised letters to parents addressing specific aspects of attendance or punctuality that require parental response.
- Clear systems and procedures to address all pupil absence and lateness.
- A reward system to celebrate good and improving attendance.

## **FACTORS AFFECTING ATTENDANCE**

The main factors affecting attendance of pupils at Garretts Green Nursery School are:

- Illness of the child
- Illness of siblings or parents
- Health Services Appointments
- Religious observance
- Holidays

## **DAILY REGISTRATION**

- Registration will be completed at the start of each session within 10 minutes of the start time.
- Registers of attendance will be kept accurately, indicating clearly when a child is present or absent.
- Lateness will be recorded.

## **SYSTEMS TO MONITOR ATTENDANCE AND PUNCTUALITY**

Any absence with no prior explanation will prompt a first day contact.

Systems to monitor attendance will include:

- A telephone call to establish the reason for non-attendance.
- Follow-up telephone call for unexplained absence beyond five days.
- A letter when contact cannot be made by telephone call.
- A Home Visit when attendance is inconsistent.

Systems to monitor punctuality will include:

- Discussion with the parent or carer to establish the cause for poor punctuality.
- Letters to parents and carers as appropriate.

Monitoring and evaluation of attendance data

- Pupils' attendance patterns will be regularly scanned and any particular concern discussed with the parent or carer.
- Attendance figures will be published each half term and will be shared with parents, staff and the Governing Body.

## **UNCOLLECTED CHILDREN**

- Any child who is collected after the end of the session will be cared for sensitively until the parent or carer arrives.
- Parents or carers will be contacted by telephone ten minutes after agreed collection times.
- A record will be kept of late collections.
- Letters will be sent to parents who persistently arrive late to collect children.
- If children are not collected an hour after the end of the session it is the responsibility of the Nursery to contact Children's Services.

**Procedures to be followed if a child is absent from school with notification.**

**Day 1:**

- A first day call to the parents/guardians of any child absent from school without prior authorisation.
- If the child's whereabouts cannot be established via first day calls to the parents/guardians please contact all family telephone numbers held on the pupil's file.
- 

**Reviewed: September 2018**

**Next Review: September 2020**

**Signature of Chair of Governors:**