



Garretts Green Nursery School and Enhanced Provision

Attendance and Punctuality Policy



Article 28: You have the right to a good quality education. You should be encouraged to go to school to the highest level you can.

Article 19: You have the right to being protected to from being hurt or mistreated, in body or mind.

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.

Aim

We believe that regular attendance and good punctuality result in enjoyment of learning and school life. Garretts Green Nursery School promotes good attendance and punctuality for all children in order that:

- They may learn effectively
- They are able to make the most of their talents
- They are able to form friendships
- They are able to form good habits for life

Objectives

We encourage and expect parents/carers to bring their children regularly and on time by:

- Promoting this important aspect of nursery life through good communication with parents. This starts at the induction meetings and tours before the children attend and continues as the children start nursery.
- Acknowledging parents' commitment to good attendance through praise and recognition



- Monitoring children's absences and making contact with the family on the day of absence via phone call, if the parent or carer has not informed us of the reason why.
- Making arrangements for parent/carer to speak with the Head Teacher when absence is persistent.
- Staff monitoring attendance and regular patterns of lateness. If there are issues then we find that it is best to talk to parents individually to discover if they have any difficulties in bringing their children to nursery. This can often be resolved very easily.
- Sending a letter to parents reminding them of the importance of regular attendance and good punctuality, if necessary.

Definitions

Garretts Green Nursery School defines "authorised absence" as:

- Absence for sickness for which the school has granted leave
- Medical or dental appointments which unavoidably fall during school time, for which the school has granted leave
- Religious or cultural observances for which the school has granted leave
- Absence due to family emergency
- Occasional holidays which have been pre-agreed with the school. Please note, this is not the same for Primary Schools.

Garretts Green Nursery School defines "unauthorised absence" as:

- Children kept off school unnecessarily or without reason
- Truancy/ leaving school for no reason during the school day
- Absences never properly explained
- Holidays in term-time that have not been agreed with the school

Garretts Green Nursery defines "lateness" as:

- Pupils arriving 15 minutes or more after the gates are opened eg 8:55am, after which time pupils will receive a late mark in the register and on our attendance monitoring.

Religious Observances

Parents/ carers must inform Garretts Green Nursery School in advance if absence is required for religious observance. These are authorised, but advanced notice must be given.

Medical/Dental Appointments

As far as possible, parents/ carers should attempt to book medical and dental appointments outside of school hours. Where this is not possible, parents/ carers should inform school **in advance** of the appointment date/time. If the appointment requires the pupil to leave during the school day, they must be signed out by a designated parent/ carer by informing the school office.



Term-Time Leave

Garretts Green Nursery School requires parents/carers to observe the school holidays as prescribed, as far as possible. Leave booked in term time will only be authorised in exceptional circumstances.

Role of the Secretary or Office Manager

Knowing that our children are safe is our highest priority, whether they are in school or not. The office staff inform the Head Teacher or other DSLs by the end of the school day if contact with the parent/ carer via phonecall was unsuccessful. If there is still no response to the text and phone calls on the second day, we will attempt to contact **all** adults on a child's contact list in order to try and reach a parent. If this is unsuccessful we will:

- Conduct a home visit by a school DSL and another member of staff, in order to establish that the child is safe and well.
- Contact the child's Health Visitor, where possible.
- Inform Children's Advice and Support Service (CASS) if there are concerns following the home visit
- We also reserve the right to request a Safe and Well check from the police.

Families of children who are subject to a Child In Need or Child Protection may also receive a visit from their Social Worker or a Duty Social Worker.

Monitoring, Evaluation and Review

Garretts Green Nursery School's Head Teacher and Governing Board will review this policy annually. The implementation and effectiveness of the policy to safeguard children, staff and others will be assessed. The policy will be promoted and implemented throughout the setting once agreed.

APPENDIX 1 – Attendance Reporting Structure

1. Key Person
2. Senior Secretary/ Office Manager
3. Head Teacher/ DSL
4. Health Visitor
5. Children's Advice and Support Services (CASS)

APPENDIX 2 – Attendance Monitoring Procedures

- All staff to monitor/ report on regular patterns of lateness or complete absence.
- Talk to those with parental responsibility in first instance, before contacting other agencies/ carers.



- Issue letters to remind parents of the importance of regular attendance and good punctuality.
- On the first day of absence a phonecall is made to parent/carer to ask for a reason for absence.
- On the second day of absence, Head Teacher/ DSL to contact family whose child is absent without authorisation or reason.
- On the third day of absence, Head Teacher/ DSL will arrange a Safe and Well check or will contact the Health Visitor to arrange a Safe and Well check. Follow up with advice from CASS if have further concerns.

Agreed: July 2023

Review Date: Autumn 2024