

Policy on Attendance and Punctuality

SOUTH NORMANTON NURSERY SCHOOL

Adopted at the meeting of the Full Governing Body on **10th October, 2023**

Minute Number **14/24**

Chair of Governors



Record of Policy Amendment / History

Version/ Issue	Date	Author	Reason for Change
Version 3	06.07.17	SA	<ul style="list-style-type: none">• Inserted statement regarding now needing 4 contacts for each child• Inserted part relating to learning from practice/experiences.• Addition of RRS charter
Version 4	4.10.17	SA	<ul style="list-style-type: none">• Information added in line with Missing Child Policy in yellow
	07.10.18	SA	Reviewed and no revisions made – discussed in line with lessons learned from recent serious case reviews and more recent incidents relating to children being absent from school where no contact can be made
Version 5	22.09.21	PH	<ul style="list-style-type: none">• Amended to be in line with current practice
Version 6	22.11.21		<ul style="list-style-type: none">• Statement added regarding non attendance
Version 7	5.10.23	PH	<ul style="list-style-type: none">• Amendments highlighted

SOUTH NORMANTON NURSERY SCHOOL

ATTENDANCE and PUNCTUALITY POLICY

This policy has been considered and written in conjunction with our Rights Respecting School's charter adapted from the United Nations Convention on the Rights of a Child.

'In our school, we believe that every child has the right to play, learn and grow in an inspiring, empowering and safe environment protected from harm and treated fairly. We believe that each one of us has a responsibility for the world and its inhabitants, both of which deserve respect and nurture.'

South Normanton Nursery School Charter

AIMS

- To achieve good attendance and punctuality for each child.
- To encourage parents to appreciate the value of regular attendance and punctuality.
- To show parents the value of Early Years Education and how regular attendance has an impact on their child's lifelong learning.
- To support the family of schools in maintaining excellent attendance across all the schools in South Normanton and Pinxton
- To maintain the safety and well being of all our children
- To ensure that families are supported to maintain excellent attendance

OBJECTIVES

- To raise awareness about the importance of good timekeeping and regular attendance.
- To establish good habits and routines prior to statutory education.
- To enable our families to realise the impact good attendance and punctuality have on education and attainment.

PROCEDURE

All parents are asked to contact the nursery if their child is absent for any reason. If the nursery is not notified, then the following procedures are put into place:

- Day 1 – text sent to ask parents to contact Nursery to let us know why their child has not come to school
- Day 2 – phone call made to both parents if needed to find out why their child is not at school
- Day 3 – phone call to other contacts on admissions sheet to find out what is happening and to ask parents to contact the school immediately. Encourage contacts, if they do not know the situation already, to contact the parents themselves and phone us back or pass a message to them to contact us.
- Day 4 – if no contact made then the Head Teacher and member of staff will visit the home to try and make contact and determine whether they are still in the family home. If no contact can be made, then the Health Visitor will be contacted to determine any known reasons for the family's lack of engagement.

If a child is defined as 'vulnerable', then contact will be made with the Social Worker on Day 1 to explore the reason for absence. If no Social Worker is attached to the family, then the Head Teacher and a staff member will visit the home.

MONITORING

- Attendance and timekeeping are closely monitored by the team through daily registers.
- Attendance data is analysed termly.
- Low key concerns about non attendance are dealt with by the staff on a daily basis communicating with parents/carers informally with the emphasis on ensuring that we are working together to minimise the impact of poor attendance and punctuality on the progress and development of the child.
- The children are marked in on entry to the school by the **School Business Manager (SBM)** on RM. If they arrive after the close of the register, the SBM will mark them as late. Numbers present per group are then tallied and written on the whiteboard for emergency purposes.
- Absent children are reported immediately to the SBM who will explain their absence if known from the absence diary or contact within the next two hours by text/email asking parents to contact school to explain why their child is not at Nursery.
- Any child who is collected before their agreed collection time or after a lunch hour the whiteboard should be changed as above by teacher or SBM.
- Parents/or a person on the collection sheet, must collect their child from Nursery. If the person collecting is not on the named collection sheet, then parents will be contacted before the child is released, to check the identity of those collecting.
- If the collector changes and the staff have not met this person on a previous occasion, the parent will be asked to describe the collector and give them a password, which they can give to a member of staff when they arrive at the school.
- If a child's attendance is below 90%, the Head Teacher or School Business Manager will discuss this with the child's parents, looking at reasons given and offering support through the school's Early Help Officer.
- If a child's attendance does not improve and is less than 80% for two Derbyshire terms, unless due to extenuating circumstances, then **the nursery has the right to rescind the child's place and offer it to another child.**
- Attendance overview, intervention and impact will be shared with the Governing Body.

In the event of a child not being picked up on time:

If a child is still waiting to be picked up 10 minutes after collection time, contacts on the collection sheets are to be called in order as completed by the parent until a contact agrees to come and pick the child up.

If no contacts are available, (4 contacts are required on induction) and it is one hour after collection time, Starting Point will be contacted.

This policy is to be shared on the website and referenced at starter meetings and reminded of at home visits when discussing contacts on collection sheets.

Home School Agreement

Parents are expected to:

- Notify the school when a child is absent.
- Notify nursery prior to any planned absence from school.

Parents are notified of the expectations of the school when they have the initial home visit. These expectations are:

- Punctuality
- regular attendance, or a place may be rescinded.
- immediate notification when a child is to be absent
- that they provide us with at least 4 contacts (including both parents where possible)

Parent/Nursery partnership

The nursery is very keen to work positively with all families and to be as accommodating and understanding as possible. If parents and carers have difficulty with attendance and/or punctuality, we would encourage them to work with nursery to identify support and/or solutions. The nursery wants to work with families to achieve standards of punctuality and attendance so that the learning opportunities for the children are maximised and all our children are kept safe.

Equality

Every effort is made to ensure that our children and families are not discriminated against by race, gender, sexuality, disability or religion when exploring attendance issues.

Learning from reviews

The **Governing Body** will discuss and amend this policy as needed to reflect learning from experiences locally and nationwide from a safeguarding or good practice point of view. This will be documented in the reason for policy change part of the policy.