



## Attendance Policy for Parents/Carers \*Nursery\*

**Article 3: The best interests of the child must be a top priority in all decisions and actions that affect children.**

**Article 28: Every child has the right to an education.**

## **Attendance Policy**

### **Attendance**

Good attendance is essential if pupils are to take full advantage of nursery and gain the appropriate skills, which will equip them for their transition into school. Excellent attendance is a key factor in high achievement and at Elmwood Nursery we believe that parents, carers, teachers and our governors have a duty to encourage maximum attendance at nursery.

We recognise that statistically children's whose attendance falls below 95% achieve significantly less well than their peers and for that reason emphasise the need for pupil attendance to be maximised.

Parents and carers of children in the Nursery are responsible for ensuring that their children attend Nursery every day and arrive on time; therefore, we will be working in partnership with our parents and carers in order to achieve this.

### **Lateness/Punctuality**

Being on time is also very important. When children are late for Nursery, they not only miss out on valuable learning time but also disrupt their classmates who are already settled. For some children who are persistently late this can be an embarrassing experience that may lead to uncooperative and disruptive behaviour at school and home.

Morning sessions finish at 11:30am and afternoon sessions finish at 3.20pm. For equally important reasons your child should be collected on time. Children waiting and not knowing why parents are late can cause anxiety, especially when they observe that other members of their class have been collected and have gone home.

## Trigger points: the Attendance Officer will be in contact with you when...

- \* Children's attendance is below 95%
- \* 5 separate periods of absences
- \* 3 days absence with no contact from parents/carers



## Procedures

### Low attendance rates

Pupil absence rates are carefully monitored. Where there are regular periods of absence, we will be keen to work with parents to increase the amount of time a child spends in Nursery. In such cases, the Attendance Officer will invite parents /carers in to discuss the reasons for the absences and consider possible solutions. Where there is little or no improvement, the Headteacher will invite you in for an 'attendance review'.

### Leave of absence during term time/holidays

A pupil's absence during term time can seriously disrupt their continuity of learning. Not only do they miss the teaching provided on the days they are away, they are also less prepared for the lessons building on that after their return. There is a consequent risk of underachievement, which we and parents must seek to avoid.

Every effort must be made before you decide to take your child out of Nursery. If you feel you need to take your child out during term time; please contact the Attendance Officer as soon as possible. We will need you to complete an 'Leave of absence' form and we will also require to see a copy of your child's tickets (departure and return with the booking confirmation date) along with medical evidence to support your child's absence (for example: if you are going to see a terminally ill relative). This evidence will be reviewed and we will decide whether your child's absence will be authorised or unauthorised; we consider each case individually but only in very exceptional circumstances will a leave of absence be authorised.

**Please note:** The Governing Board of Elmwood Infant School and Nursery have made the decision **not to authorise families taking holidays during term time**. If parents/carers take their child out of nursery during term time for a holiday, we will require you to inform the Attendance Officer as soon possible, complete a 'Leave of absence' form and provide us with a copy of your child's departure and return tickets.

**If your child is away from Nursery for more than 10 days due to a holiday/visit to see relatives, their place at the nursery is likely to be withdrawn and offered to another child on our waiting list.**

## Nursery

Although your child is not of compulsory school age, we expect your child to be in Nursery everyday except where there are exceptional circumstances; exceptional circumstances may include:

**Illness (regular absences due to illness will be monitored)**

**Religious Observance (maximum of two per school year)**

**Compassionate leave such as bereavement**

The reasons below do not fall under exceptional circumstances and therefore your child will be marked as having unauthorised absence if they are off due to;

**A parent has overslept and does not think they should send their child to nursery**

**A birthday**

**The child has a non infectious condition**

**Doctor or dentist appointments that last all session**

**Weddings**

**Unwell parents**

**\*Holidays during term time (please see 'Procedures' for more info)**

**\*\* Please note that Absence of Leave requests will be reviewed by Miss Harris and the Attendance Officer. These should be for emergency reasons only.**

## What can parents do to help?

- Let the School Office know as soon as possible why your child is absent.
- Make non-emergency appointments outside Nursery time. Do not allow your child to have time off unless it is really necessary.

## If you are worried about your child's attendance at Nursery what can you do?

Make an appointment to see a member of staff; this could be the Attendance Officer, Class Teacher, Learning Mentor or a Senior Leader.

### Reminder:

Please remember to call the School Office before sessions start if your child is going to be absent or late on  
**0208-689-7681**