

**Wentworth  
Nursery School  
and Children's  
Centre  
ATTENDANCE  
POLICY**

May 2018

**To be reviewed May 2020**

## Rationale

The early years are critical in children's development. Children develop rapidly during this time – physically, intellectually, emotionally and socially.

There is also clear evidence of a link between poor attendance at school and low levels of achievement. Of pupils who miss between 10% and 20% of school, only 35% achieve 5 or more GCSEs at grades A\* to C including English and maths. But 73% of pupils who attend 95% of school achieve this. (DFE, 2012)

It is the school's responsibility to ensure we provide the very best for children; including challenging, exciting and stimulating learning experiences; well qualified, caring and supportive staff who understand how young children learn, and can, together in partnership with parents, enable children to make substantive progress.

It is the parent's responsibility to ensure that they help their children understand how important education is by bringing their children to school on time and on a daily basis.

## Purpose

All schools are required to have a written attendance policy. The importance of regular attendance is discussed with all parents/carers at our welcome afternoon and indeed in our parent booklet.

## Expectations

1. As places are utilizing **public funds**, we do expect parents/carers to bring their child to school in accordance with our attendance policy.
2. **We expect all children to attend school on a daily basis**, unless they are ill. Colds and a runny nose are not reasons for your child to be missing school. Often fresh air is the best thing for young children. Should you have any concerns about your child's health, we would always suggest you take your child to their GP.
3. We expect to develop positive and engaging relationships with families to enable children to flourish in their learning.
4. You are expected to organize family holidays **during school holiday periods only**. In particular, extended holidays are disruptive to your child's education. In very exceptional circumstances discretion may be appropriate, but in most cases **absence in term time will not be granted**. If you wish to apply for leave you must meet with the Headteacher.
5. Taking your child out for day, visiting a relative, going to the airport, go shopping etc – is **not seen by the school as an acceptable absence**.

6. If one of your other children are ill, you must try and ensure that your child attends the nursery. Keeping your child at home should only happen in exceptional circumstances.
7. Bringing your child to school on time, and collecting them on time, is as important as regular daily attendance. If you are unavoidably held up and will be late collecting your child, **you must inform the school**. Unless the school knows the reason for the lateness they are required to contact social services if a child is left at the school for more than **thirty minutes** after their normal collection time.
8. Keeping accurate daily registers is a legal requirement. The school needs to ensure that clear reasons for absence are known and marked in the registers. It is **your responsibility** to contact the school if your child is not able to attend, to explain clearly the reason for your child's absence. All parents/carers are required to provide at least two emergency contact numbers. **Please contact the school before 9.00am if your child will not be in school.**
9. If your child regularly has odd days out of school or is regularly late, you may well be asked to meet the Head teacher to explain the reason for the absences or lateness. Other professionals, such as a social worker could also be asked to meet with you if there are significant concerns about non-attendance or lateness as well as other factors.
10. In extreme cases where absences are lengthy or numerous, your child could lose her/his place at the school, and it would be offered to another child.

## **Summary of what the school does to support children attending school every day in partnership with parents/carers and other agencies.**

- Head Teacher speaks to all new parents and carers and highlights the importance of regular attendance; and the possibility of children losing their place should attendance be poor.
- Key persons will raise the importance of attendance when they visit families on their home visit.
- If a child is absent: parent/carer should inform the school in the morning as to why their child is not coming to school. If parent/carer has failed to inform the school, the school Office will contact the home and establish why the child is absent. If the school is unable to make contact with the home; the child's absence will be recorded as unauthorized. A text will also be sent to the parent/carer, informing them of the unauthorized absence and reminding them of their responsibility to inform the school. If after two days the school has not heard from the parent/carer or from any emergency contact numbers, staff are to inform the Headteacher. The Headteacher and another member of staff would arrange to go to the home to further ascertain where the child is. Should there continue to be no contact with the parent/carer or any of the emergency contact numbers, the Headteacher will contact social services.
- The Office will run a report of all children whose absence has been 90% or less on a half termly basis. The information will be given to the child's keyworker to meet with families whose attendance is a concern. The office staff will record those children whose attendance is less than 90% and should those same families have similar levels of attendance the following term, a meeting will be arranged between the parent and Headteacher.
- If attendance does not improve, the parents/carers will meet with the Headteacher and establish a review date, where the expectation that attendance improves. This information will be shared between the child's keyworker, Office staff and the Headteacher.
- If at the review period, absenteeism persists, referrals may be sent to social services, if there are concerns about the child's well being.
- Children, who are present for a 100% per half term, will have their names printed in the newsletter. A display board will feature all children whose attendance is 100% per half term in the lobby as well as feature in the subsequent newsletter.

## **Action Plan**

- To meet with staff team to ascertain their views.
- Review attendance policy with Hackney Learning Trust.
- Coffee morning with parents to discuss attendance policy.
- All new families will be informed of the school's expectations in terms of attendance.
- As part of the induction to school, parent/carers will sign that they aim to ensure their child attends school on a regular basis in accordance with its attendance policy.

I (parent name)

Agree to adhere to the school's Attendance Policy and therefore ensure I will bring my child to school on a regular basis. I recognize that regular attendance will benefit my child's learning significantly.

Parent/carers signature:

Date:

## Attendance policy – summary for parents

*There is clear evidence of a link between poor attendance at school and low levels of achievement. Of pupils who miss between 10% and 20% of school, only 35% achieve 5 or more GCSEs at grades A\* to C including English and maths. But 73% of pupils who attend 95% of school achieve this. (DFE, 2012). It is important parents/carers foster good habits about going to school regularly.*

- Wentworth nursery school is responsible for providing your child with high quality early years education in partnership with parents/carers.
- You, as a parent/carer, are responsible for bringing your child to school on time every day. All new parents/carers will sign a contractual agreement regarding adhering to the school's attendance policy.
- If your child is not able to attend school for any reason, you must contact the school **before 9.00am**.
- All parents/carers are expected to provide **at least two emergency contact numbers**
- If you have concerns about your child's health, you should take them to the doctor. But colds and a runny nose are not reasons to be missing school.
- If one of your other children is ill, please still bring your child to school.
- Family holidays should be taken during school holidays.
- If you are going to be late bringing or collecting your child, you must inform the school.
- If your child has been absent for 5 days during a half term, your child's keyworker will meet with you. If there is persistent absence a meeting with the Headteacher and if necessary involvement with social services. .
- Children who have 100% attendance in a half term – or whose attendance has significantly improved - will have their names in the newsletter and the display board.
- Regular attendance enables children to flourish in their education, are better placed in establishing relationships with their peers and adults.

## **What to do if a child is not collected on Time**

Step 1: Contact parent contact numbers.  
No response go to step 2.

Step 2: Contact emergency contact  
numbers. No response go to step 3.

Step 3: Inform Headteacher or Deputy  
Headteacher. If more than 30 minutes  
has lapsed and no contact has been  
made with any contact numbers. HT or  
DHT will inform social services and  
await advice. HT or DHT to remain with  
child.