

## **Attendance Policy**

### **Rationale**

Whilst recognising that attendance at Moss Hall Nursery School is not statutory, we hope to instil good habits in punctuality and attendance in children and their families. Regular attendance is vital, and is monitored and reported on to the Full Governing Body at termly meetings. Attendance and attainment are directly related and therefore it is essential that children attend school every day.

### **Aims**

- Children should attend nursery school for 190 days per year.
- To ensure all parents are aware of our attendance and punctuality expectations
- To follow up all cases of unauthorized absence
- To follow up all cases of persistence lateness
- To create a culture in which good attendance is valued.

### **Punctuality Guidelines**

- Children can arrive between 8.45 and 9.05 am for the morning session and between 12.45 and 1.00 pm for the afternoon session. Any children arriving after this time will be marked late in the register. Parents of children that are late will be asked to sign the late book explaining the reason they are late.
- Parents/Carers of children who are persistently late arriving (3 times or more in a term), or persistently late collecting children, will be asked to meet with the Headteacher. The Headteacher will discuss with the parent / carer if further support is needed or if it is a safeguarding need.

### **Attendance Guidelines**

- We remind parents/carers of the importance of attendance at home visits, in the brochure, on the school website, and in newsletters.
- Registers of children's attendance are kept on the Integris database and updated weekly by the School Secretary who informs the Headteacher of any concerns.
- Messages received from parents to inform us of the reason for a child's absence are recorded in a book kept for this purpose and in the daily register.
- Twice daily, in the morning and in the afternoon, a member of the office team contacts the parents of all children absent without reason.
- Concerns about frequent or prolonged absence will be discussed with parents/carers and senior staff will make every effort to support families in improving the attendance of their child at nursery.
- Vulnerable children and those who have a protection plan are subject to more focused daily monitoring according to the requirements of the care plan. This normally involves staff making sure that a telephone call is made to the home, and the reason for the absence communicated to the child's social worker.
- In cases of children being absent from nursery for a prolonged period of time, and where contact with the family cannot be made, this will be reported to the local authority.

### **Register Codes**

- We use standard school register codes to identify the reason for absence and these codes are analysed each half term (please see appendix 1)
- The codes also support key people to know how best to support individual children with persistent absence
- The codes are used both in the register and on the attendance messages record

## Analysis

- Attendance and punctuality data is collated and analysed by the Headteacher and the School Secretary.
- The Headteacher examines each report and decides next steps to improve attendance and punctuality
- Information reports are created for each term and are then presented to each full governing body meeting

**Responsibility, Management and Coordination:** School Secretary and Headteacher

## Appendix 1

### Register Codes

/ or \	Present
L	Late
I	Illness
M	Medical appointments (e.g. hospital, dr., dentist)
R	Religious observance
H	Holiday authorised by school
J	Transition visit to another school
C	Exceptional circumstances
V	Educational visit
U	Unauthorised (school unhappy with excuse / non-attender)
N	Reason not yet provided
X	Not required to be in school
Y	Unable to attend due to exceptional circumstances e.g. school shut / national emergency
Z	Pupil not on admission register e.g. settling-in
E	Excluded
T	Traveller – temporarily in school

## APPENDIX 2

### **Nursery School Attendance**

Dear Parent,

Moss Hall Nursery School is committed to improving achievement through good attendance. Research has shown that children who attend regularly, learn more and make better progress. It is important that your child comes to nursery every day, unless she or he is ill.

The Government Department for Education funds the free 15 hours of nursery education that your child receives, and in return children are expected to attend regularly. Moss Hall Nursery School therefore monitors the attendance of all children.

I enclose a copy of your child's school attendance record. You will see that your child has attended sessions out of a possible sessions, and attendance is currently per cent, which I am sure you will agree, is a cause for concern.

I will continue to monitor your child's school attendance and, with your co-operation, I look forward to seeing an improvement. If you wish to discuss any problems affecting attendance please do not hesitate to contact me.

Please see the reverse of this letter for helpful attendance information.

Yours sincerely,

Annette Long  
Headteacher

## Moss Hall Nursery School

### Good Attendance Information for Parents



- **It is important that your child comes to nursery every day, unless she or he is ill.**
- When children come to nursery regularly, they benefit by making friends and feeling more settled.
- Research has shown that children who attend regularly learn more and make better progress
- If your child is not well, then please phone us on **020 8445 2518**.  
In your message please tell us your child's name, class, and what the illness is.
- If your child has diarrhoea or has been vomiting, then she or he needs to be free of symptoms for 48 hours before coming back to nursery. This helps to make sure that other children do not get the same bug as your child.
- **Your child is authorised to miss nursery:**
  - If she or he is ill
  - For a medical or other urgent appointment – but please let us know if this is arranged.
- **Your child is not authorised to miss nursery:**
  - If you or any other family member has an appointment. Please make an arrangement for a trusted family member, relative or friend to bring your child to nursery. If you are finding it difficult to arrange this then please phone us and we will try to help.
  - For holidays during term time. Please book holidays during the 13 weeks of school holidays.
- Family emergency? Ask at reception for an 'emergency time out of nursery' form

**Please note:**

**Any unauthorised absence recorded in your child's report is passed to their primary school.**

### Addendum to Attendance policy - Covid 19 pandemic

During this period it has not been possible or safe to offer places to all children on role at Moss Hall Nursery School, and some parents have indicated that they do not yet want their child to return to school.

From 15th June 2020 there will be a maximum of 30 children attending, with no more than 20 on any day.

There will be staggered arrival and collection times which must be strictly adhered to. Children who arrive late will not be admitted unless there has been a prior agreement with a member of the Senior Leadership Team.

Children who are expected to attend are expected to phone the nursery to inform us of any absence and the reason for absence. This is even more important at this time. Parents must follow the guidance they are given re Covid symptoms and isolation periods.

In line with DfE guidance children are not compelled to attend and absences will not be recorded as unauthorised. However, absences will be followed up in the usual way to ensure the health and safety of all children and adults, and in line with good safeguarding procedures.