



Nursery Attendance Policy

Galley Hill Primary School believes good attendance is essential if children are to be settled and take full advantage of the learning and development opportunities available to them at school. At a young age, continuity and consistency are important contributors to a child's well-being and progress.

Aims

- To create a culture where good attendance is 'normality' and valued.
- To value the individual and be socially and educationally inclusive.
- To be consistent in the implementation of our policy and procedures.

Regular and punctual attendance is paramount so that all children have full access to the curriculum. Valuable learning time is lost when children are absent or late.

Definitions

Authorised Absence

An absence is classified as authorised when a child has been away from Nursery for a legitimate reason and the Nursery has received notification from a parent or carer (for example, if a child has been unwell and a parent telephones the school to explain the absence).

Unauthorised Absence

An absence is classified as unauthorised when a child is away from Nursery without the permission of the school (for example, if a child has been taken on holiday). An unauthorised term time warning letter is likely to be issued for any unauthorised absences.

Procedure

Children should be at school, on time, every day that the school is open, unless the reason for the absence is unavoidable. Parents are expected to inform school of an absence. The register closes at 9:30am on a morning and 1:00pm on an afternoon. Messages of absence from parents should be passed to school staff.

If a child is absent without an explanation, school staff will attempt to contact parents, initially by telephone, to ascertain the reason for the absence. If there is no contact after one week, a letter will be sent to the family. If necessary, an appointment will be made to

discuss the matter. If after one month there has been no contact, the child's name will be removed from the register and the place allocated to another child on the waiting list.

Children who are persistently late miss a significant amount of learning, often the most important aspect, as the beginning of the day is where the teacher explains the learning and what each child is expected to achieve.

Any problems with regular attendance are best sorted out between the school, the parents and the child. Children could sometimes be reluctant to attend school. If a child is reluctant to attend, it is never better to cover up their absence or to give in to pressure to excuse them from attending. This gives the impression that attendance does not matter and may make things worse. Cooperation between home and school is the best way to support children's well-being needs. Parents are expected to contact school at an early stage and to work with the staff in resolving any problems together.

Parents of children whose attendance is inconsistent and generally poor will be contacted by school and their future attendance monitored. If there is cause for concern, the health visiting service may be contacted in order to ascertain if family support may be needed. Although attendance at nursery is not statutory, authorised absence is only normally granted when a child is unwell and a parent contacts the school to explain the absence, there is an emergency situation or a child has a medical appointment.

All planned absences in term-time must be requested using the Leave of Absence Request Form. The form should be returned to the school office 4 weeks prior to the intended absence. Holidays will be marked as unauthorised in the attendance register. Only in exceptional circumstances will leave of absence requests be authorised by the Head Teacher. A letter outlining the Head Teacher's decision will be sent to the parent(s) or carers.

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