



## Wallace Road Nursery School Attendance Policy

### **Ethos**

The Nursery views good attendance and punctuality as vitally important for the learning and well being of children. Children who attend nursery regularly, arrive and are collected on time are more secure and better able to engage with the learning environment.

### **Roles and Responsibilities**

#### **Parents & Carers**

- To ensure their child attends every session/opportunity unless they are unwell.
- To avoid making appointments for their child that occur during school time.
- To inform the nursery if their child is going to be absent and to give the reason for the absence – this can be done by telephone, text, email or in person.
- To complete a holiday form to obtain acknowledgment for holidays during term time.
- To bring and collect their children promptly – **please remember it can be very distressing for children to be left until last.**
- If parents unable to collect children at the correct time due to unforeseen circumstances they will contact the school to make them aware.
- Ensure that children are brought and collected by a responsible adult, over the age of 14.
- Ensure that the nursery is informed every time someone different will be collecting their child and provide a password for added security if adult is unknown to nursery staff.
- Bring children into the nursery rooms and ensure a member of staff is aware of their arrival.
- To allow children to access their whole entitled three hours a day. This includes arriving on time and collection at the end of the session, allowing the child to participate in group time if possible.
- To be aware that any child who attends mornings who has not been collected on time can be placed in lunch club which will incur a cost to the parents.

#### **Head Teacher**

- To ensure parents/carers understand the importance of punctuality and attendance.
- To work with the admin team to monitor attendance regularly, contacting parents on the first day of absence with no contact from parents.
- To speak informally to parents/carers if a child's attendance is poor
- To write to parents if attendance remains low and does not improve after informal conversation

- To withdraw the child's place in extreme circumstances – but not if this could further endanger the welfare of the child.
- To ensure strategies for encouraging good attendance are implemented

### **Responsibility of Key Workers**

- To monitor the attendance and punctuality of their key children and ensure a reason is obtained every time a child is absent from nursery.
- To inform the Headteacher if they have concerns about a child's attendance or punctuality.
- To be aware that poor attendance and/or punctuality could be a safeguarding issue and to respond in accordance with the Safeguarding Policy and Procedures.
- To provide positive messages to parents/carers about the importance of punctuality and good attendance.

### **Responsibility of Governors**

- To agree, support, monitor and review the implementation of the Attendance Policy.
- To be aware of attendance rates termly.

### **Glossary of Terms**

**Authorised Absence** - sessions away from nursery where there is a good reason e.g. illness, hospital appointment or other unavoidable cause.

**Unauthorised absences** are those which the school does not consider reasonable and/or for which there has been no request for absence made or the request has not been granted. This includes absences which have never been properly explained.

**Policy amended: April 2017**

**Chair of Governors**

**Headteacher**

**Date:**