

Aclet Close Nursery School



Attendance Policy

Good attendance of all of our children is very important to us. Although Nursery school attendance is not statutory, regular attendance sets good habits in children for the future and helps them to make the most of their Nursery experience.

Principles

1. All children have the right to access education as fully as possible in order to achieve their educational potential
2. Parents/Carers are involved as key partners in securing regular attendance
3. We will seek to work with Parents/Carers to identify and overcome barriers to regular attendance

Reporting Absence to the Local Authority

Our Nursery will make information regarding attendance available to the Local Authority, when requested.

If we have a child who has been absent for a period of over 3 weeks and we are unable to contact the family, we will consider contacting other agencies. These agencies could include Health Visitor, First Contact or the Police.

Absence Procedure

Staff will maintain admission and attendance registers. Absenteeism will be recorded using the appropriate Local Authority codes and monitored.

Parents are requested to inform us by telephone or email of the reason for absence. Reasons for absence are recorded. If families don't ring in, we will ring them (first day absence).

Persistent absence or low attendance will be addressed by the Head Teachers who will work with the family to achieve a better result.

Attendance as a whole is monitored by the Head Teachers and Governors are informed of any concerns.

If family holidays are taken, Parents/Carers are requested to let us know in advance.

This policy will be reviewed annually.

Last reviewed: September 25