




ASHMORE PARK

AND

PHOENIX NURSERY SCHOOLS
FEDERATION

ATTENDANCE
POLICY

Senior Leadership Team/Compliance Governor(s) Review Date	22.10.2020
Governing Board Approved/Adopted	05.11.2020
Signed on behalf of the Governing Board/Committee	
Policy to be Reviewed Date	30.11.2022

GENERAL STATEMENT

Regular attendance and punctuality is essential for children to progress in all aspects of their learning and development. Children build upon their day-to-day experiences and their learning becomes more complex over time. It is important that good habits and positive attitudes are formed at this stage of their school life, as good attendance at school will have a positive impact upon children throughout their lives.

AIMS AND OBJECTIVES

Our schools are places where adults and children learn together. We firmly believe that we are partners with you in your child's learning and that by working together, we can achieve our shared hopes and aspirations for all our children. In order to do this, however, children need to attend school daily.

ATTENDANCE PROCEDURES

It is our aspiration that all of our children will achieve 100% attendance, however, we recognise that there are times when your child will not be in school for various reasons i.e. sickness, a family holiday etc. For your information, our attendance procedures are detailed in each school's welcome booklet and are as follows:

1. If a child is not able to attend school, it is the responsibility of the parent/carer to notify the school
2. If the parent/carer fails to contact the school to provide a reason for their child's absence, a text will be sent asking them to contact the office to explain the reason for the absence
3. If your child is going on holiday, we ask that you complete a 'Leave of Absence' form that shall be submitted to the Headteacher for approval in advance of the start date of your holiday.

It is also important for your child to be on time each day as having the dedicated time to access the outdoor environment is very important for both their physical and mental health and well being. Parents/Carers are also able to support their child signing in. There is a fifteen minute window for arrival at the beginning of the session.

Please Note: After the fifteen minutes, the entrance door to nursery is closed. A member of the office staff will accompany your child into nursery if you are late and your child will be registered late in the class register.

MONITORING OF ATTENDANCE

By law, schools must take a register daily and record the attendance/absence of every child. Once a child is on the school register, the school has a duty of care to your child and has to carefully monitor their attendance. In addition, as part of our safeguarding procedures, if children are not in school, we need to know the reason for their absence.

Each school monitors the attendance of all children each day through the SIMS system. The importance of regular attendance is included in discussions with parents/carers about their child's progress and meetings are held each term. Attendance is recorded on the child's Individual Learning Plan for the parents/carers information.

We aim to prepare our children for their lifelong learning journey and have high expectations for attendance at each of our schools. Our attendance expectations are as follows:

95% - 100%	Excellent
90% - 95%	Good
80% - 90%	Average
Below 80%	A Cause for Concern is raised

Please Note:

- *A child who achieves 80% attendance is in effect missing 1 day a week from school, which is detrimental to their education*
- *When your child starts Primary school, the National expectation for attendance is 95% or above. All Primary schools are rigorous in monitoring attendance and every school will have their own expectations, and triggers for raising concerns regarding attendance.*

Where there are concerns regarding your child's attendance at Nursery, the following actions will be taken:

1. Member(s) of staff will speak to the parent/carer to discuss their concerns and hopefully by raising the awareness of the importance of regular attendance, the attendance will improve
2. If the concern persists, the Headteacher will meet with the parent/carer to discuss their child's attendance report and any barriers to attendance. At the meeting possible actions which may need to be taken to remove those barriers will be discussed, agreed and recorded on the child's attendance monitoring sheet
3. If there is still no improvement, the Headteacher will write to the parent/carer inviting them to attend a meeting as their child's place may be at risk should attendance not improve by an agreed date
4. When no attempts have been successful and there has been no improvement, the Headteacher will write to the parent/carer explaining that their child's place has been removed.

The School will log all action taken.

STRATEGIES FOR PROMOTING ATTENDANCE

We aim for our schools to be a place where children want to be. Staff and Governors aim to provide an environment where everyone feels valued and welcomed. We aim for all learning to be joyous and recognise the value of listening to children, their ideas and their theories about the world.

Each school also promotes positive attitudes to attendance by rewarding the families with a certificate for those who achieve 100% attendance each term. These certificates are displayed as a positive message to all our families. Children who achieve 100% attendance over the year are presented with a book at our end of year celebrations, to mark this significant achievement.

ROLES AND RESPONSIBILITIES

It shall be the responsibility of all staff to:

- Take a register each day.

It shall be the responsibility of the Headteacher/Senior Administrator to:

- Record the attendance of all children each day
- Log the reason for absence, noting the time, date and who informed the school of the absence
- Contact parents/carers via text, phone call or in person when no explanation has been given for a child's absence
- Ensure all concerns regarding the attendance of a child is recorded.

It shall be the responsibility of the Governing Board to:

- Monitor and agree all procedures and practices concerning attendance.



MONITORING OF ATTENDANCE

Child's Name: _____	Date of Birth: _____
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DATE	CURRENT ATTENDANCE (Inc. the total number of sessions available and total actually achieved)	Actions (Inc. a detailed account of what next steps have been taken)



MONITORING OF ATTENDANCE

Child's Name: _____	Date of Birth: _____
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DATE	CURRENT ATTENDANCE (Inc. the total number of sessions available and total actually achieved)	Actions (Inc. a detailed account of what next steps have been taken)