



Policy statement for Attendance

Introduction

We are a maintained Local Authority Nursery School and admit children from the age of 2 years until they transfer to reception class.

We offer part-time (3/6 hours daily) education, either on a morning, an afternoon or as 2½ full days. This is non-statutory education.

The attendance of all our children at Tudhoe Moor Nursery School is of vital importance. If they do not attend school regularly, their learning and overall development is fragmented, their acquisition of skills and knowledge is interrupted. Their educational achievements are potentially damaged and their development of personal and social skills affected.

Rationale

Despite being non-statutory, we aim to promote full attendance for all of our children.

Principles

Our Attendance Policy is based on the following principles that;

- ✚ all of our children have the right to access education, and to achieve their maximum educational potential
- ✚ good attendance will be best secured when all partners have clearly understood their roles and responsibilities
- ✚ all partners need to work together actively to promote and support the fundamental importance of good attendance
- ✚ the parents / carers should be involved as key partners in securing regular school attendance
- ✚ early identification, communication and action on attendance problems are critical in achieving successful outcomes

Aims

Our Attendance Policy aims to ensure liaison with parents / carers to promote the highest possible levels of regular attendance and thereby establish a foundation for all future learning. We aim to do this by re-enforcing positive messages with parents, explaining the adverse effects of non-attendance.

Principles

Roles and Responsibilities

Parents

Under section 7 of the Education Act 1996, the responsibility for ensuring that children attend school lies with parents. It is vital therefore, that parents co-operate fully with our nursery and the Local Authority by complying with absence procedures adopted by our school and by making all reasonable efforts to ensure that their child / children attend punctually and regularly.

It is important that any difficulties are discussed with the school at an early stage, to enable support and assistance to be provided, as soon as possible.

“Attendance is also substantially affected by what schools themselves do”

(HMI Education observed 13, attendance at school)

Registration

The law requires our school to maintain two registers

- an admission register, which serves as a school role
- an attendance register

Marking the register - Attendance registers are completed at the beginning of the Morning session and afternoon session. It is prescribed that children should be marked as either, present, engaged in an approved educational activity, or absent. The register must also show if the absence was authorised by the school or unauthorised. Authorised absences will be marked as Local Authority recommended M medical/ R reason / H holiday.

Security and preservation of the register

The register is a legal document and will be kept securely for a period of three years following the last entry. It may be needed for use in the legal proceedings and should be accurately and fully completed.

Removal of the registered pupils from the school roll

Regulation 9 of the Education (pupil registration) Regulations 1995 as amended specifies the grounds for the removal from the school roll of pupils of compulsory school age.

Reporting absence to the local authority

Our school will make information available to the Local Authority when requested concerning attendance.

Procedures

- ✚ Daily registration of children takes place in the key groups at the beginning of each session and the key workers record any absences in the registers.
- ✚ We encourage parents to inform us of any illness on the first day of their child's absence or as soon after as practically possible
- ✚ If we have not heard from parents after two days, school will contact parents to obtain a reason for absence.
- ✚ A check is kept on all absences and if they fall below an acceptable level, a letter will be sent home requesting a meeting to discuss attendance.
- ✚ If a child fails to attend for three weeks without a reason being given, school will send a letter to parents requesting that they call into school, or telephone, to inform us of the problem and the way forward. A date will be given on this letter for this procedure to be followed. If school does not hear from parents by this date, the place will be offered to another child.
- ✚ We encourage parents/carers to inform us of any holidays/short breaks they have arranged.
- ✚ Our school emphasises the need for good attendance through regular newsletters and the school brochure.
- ✚ We constantly monitor and continually strive to improve our levels of attendance
- ✚ We monitor year on year attendance figures and report findings in the Annual Report to Parents.

Adopted by	Tudhoe Moor Nursery School
To be reviewed by	Head teacher
Date adopted	January 2017
Date reviewed	
Frequency of review	3 years
Next review	February 2020