BACUP NURSERY SCHOOL
WHOLE SCHOOL ATTENDANCE POLICY

At Bacup Nursery School we recognise that attending school regularly has a positive impact on learning, progress and therefore the best life chances for children. We will encourage good attendance for all pupils, by offering an environment in which pupils feel valued and part of the school community. At Bacup Nursery School, all children are expected to attend for five mornings or five afternoons per week or flexibly within the fifteen hours, as arranged with the headteacher. Children who are eligible for 30 hours through the Extended Entitlement are expected to attend for the 30 hours. Where children attend sessions flexibly, parents must note that their child will miss special events planned on days when their child does not attend. The nursery school is under no obligation to re-allocate nor exchange these additional times for children to attend. Poor attendance can raise safeguarding concerns. Children on the Child Protection register and Vulnerable Children will always be contacted on the first day of absence.

Rationale

Department for Education (DfE) guidance states that all schools should have effective systems and procedures for encouraging regular school attendance and investigating the underlying causes of poor attendance which should be set out in an attendance policy. These systems should be reviewed regularly and modified where necessary to reflect the circumstances of the school. Procedures for attendance are set out in the nursery school's 'Attendance Procedures'.

Ensuring your child's regular attendance at nursery school is your responsibility and permitting absence from school without good reason has a fundamental effect on a child's learning and education, in particular a child will struggle to catch up, to establish peer relationships and impact on a child's confidence. In circumstances where other agencies are involved with the child, the headteacher (Designated Senior Person) will try to make contact with other agencies to ensure the safety of the child.

Aims

We will

- Promote a culture across the school which identifies the importance of regular and punctual attendance.
- Make attendance and punctuality a priority for all those associated with the school; including pupils, parents, teachers and governors.
- Further develop positive and consistent communication between home and school.
- Set targets to improve individual, vulnerable group and whole school attendance levels.

Rights, Roles and Responsibilities

We will develop a procedural framework which defines agreed roles and responsibilities for parents and carers, school staff and Governors alongside this policy and identify how we will deliver our aims in respect of regular and punctual attendance. See Bacup Nursery School 'Attendance Procedural Framework' document.

This procedural framework will include guidance on

- Registration
- Punctuality

- What constitutes unauthorised absence
- Systems for monitoring attendance and punctuality for individual pupils
- Systems for dealing with absence
- Criteria and systems for referral to and working with other agencies
- Systems for monitoring whole school attendance and action planning

Understanding types of Absence

Any absence from school has to be classified by the school as either AUTHORISED or UNAUTHORISED.

This is why information about the cause of any absence is always required. Authorised absences are mornings or afternoons sessions away from school for a good reason like illness, medical/dental appointments which unavoidably fall in school time, emergencies or other unavoidable cause.

Unauthorised absences are those which the school does not consider reasonable and for which no 'leave' has been given. This includes:

- Parents/carers keeping children off school unnecessarily
- Absences which have never been properly explained
- Children who arrive at school after the register has closed
- Shopping, looking after other children or birthdays
- Day trips and holidays in term time which have not been agreed
- Holidays that exceed the amount agreed by the Headteacher

Whilst any child may be off school because they are ill, sometimes they can be reluctant to attend school. Any problems with regular attendance are best sorted out between the school, the parents and the child. If your child is reluctant to attend school it is better to speak to school to resolve the issue, rather than trying to cover up their absence, or give in to pressure to let them stay at home. This gives the impression that attendance does not matter and usually make things worse.

Arrival

Parents are expected to bring their child to nursery on time i.e. within the first fifteen minutes of the session to ensure the safety of all the children and avoid disruption to teaching and learning. Expectations are set at the beginning of the session and therefore it is essential that children arrive on time. Children who arrive late will need to be signed into the Late Register and where children are persistently late, the headteacher will follow this up with a meeting with the parents or guardians to ascertain if there are any issues that need to be addressed and to highlight the impact on the child's education. **Being 10 minutes late everyday throughout the academic year is the same as missing two weeks of school.**

Collection

Parents are expected to collect their child on time. Doors are opened for the last ten minutes of the session. Persistent late collection will result in a charge.

When children are to be collected earlier, nursery school must be informed prior to the collection.

30 hours children will be collected at 2.30pm each day.

After 2.30pm, parents will have to wait until 3.05pm when the door will open for the children who finish at 3.15pm. This is to ensure the safety of all the children in the nursery with doors opening on the main corridor and to minimise the disruption to the teaching and learning of children in nursery school.

Religious Absence

The school will authorise one day of absence per religious festival, e.g. Eid, (i.e. the day set aside by the religious body of which the parent is a member) and this will be marked as 'R' in the register.

Parents must request any additional leave in advance and this can only be authorised if it is felt that exceptional circumstances apply (this would be marked in the register as 'C').

Partnership Working

Bacup Nursery School will work with the other support agencies as appropriate to ensure regular attendance at school to safeguard children.

Monitoring, Analysis, Action Planning

Bacup Nursery School will use electronic systems for monitoring attendance at both individual pupil, groups of pupils and whole school level. We will analyse patterns and trends of non-attendance to inform future action planning and target setting in respect of whole school attendance matters. Parents are discouraged from taking their children out of nursery school for holidays. Staff will inform the headteacher about any concerns of a child's attendance. The headteacher monitors each child's attendance termly, and will address low attendance by speaking with parents or carers.
The minimum level of attendance for this school is 90% attendance and we will keep you updated regularly about progress to this level and how your child's attendance compares. Our target is to achieve better than this however because we know that good attendance is the key to successful schooling and we believe in supporting all children to achieve their full potential. The Governing Body, Headteacher and all staff have been involved in the writing of this policy and will monitor and evaluate it annually.

Review of Whole School Attendance Policy

Bacup Nursery School will review this policy and the associated procedural framework annually.

WHOLE SCHOOL ATTENDANCE POLICY PROCEDURAL FRAMEWORK

This document forms part of Bacup Nursery School's whole school attendance policy. It sets out the rights, roles and responsibilities for parents/carers, pupils, school staff and governors; and the systems and procedures in place to identify how the school will deliver its aims in respect of regular and punctual attendance. It will be reviewed annually.

Rights, Roles and Responsibilities

Bacup Nursery School believes that it is important that parents and carers, pupils, school staff and governors all work in partnership to encourage good attendance for all pupils.

- High expectations of attendance to nursery are set in the School Prospectus, on the School Website and in the Home-School Agreement signed by parents. The website and weekly Newsletters are also used to remind parents about the importance of regular attendance for their children. Parents are discouraged from taking holidays in term time (in school prospectus and on school website). Parents who request holidays in term time have to fill in a Local Authority Holiday form and this is brought to the attention of the Headteacher to be signed. Payments for extended services must still be made, if a child is absent from nursery school.
- Attendance is discussed with parents and carers at their New Starter Meeting (before a child starts), and then on a child's first day as part of the Induction process; it is the first part of the Headteacher's Presentation. Parents are informed of the importance of attendance and informed of the procedure if their child is unable to attend nursery school. Parents are also informed that due to Safeguarding, absence will be followed up.
- Information in the main corridor is available for parents to raise awareness of good attendance. Children must attend nursery school regularly to ensure they can make good progress in their learning. This information is provided on a regular basis by letters to parents.
- Children who are absent from school and where there has not been a message from the parent, will be contacted by phone on the first day of absence, this is recorded in the absence book.
- The Attendance Flowchart will then be followed to ensure contact for any Vulnerable Children.
- Parents of children arriving late must sign in the Late Register-this is monitored.
- Staff will first speak to parents about attendance or punctuality issues, highlighting the issue, offering support and stating the impact poor attendance/punctuality has on a child's learning and education, in particular a child will struggle to catch up, to establish peer relationships and the impact on a child's confidence.
- Where there is no improvement, the Head Teacher will speak with parents of children who are persistently late or absent to establish if they are having any difficulties and discuss strategies to ensure good attendance.
- The school bursar produces the Percentage Attendance from SIMS each term. Attendance data is reported to the Governing Board.
- Children's attendance is monitored and a termly % report is put into each child's Learning Journal and parents are encouraged to look at this. Excellent attendance of individual children is celebrated on the Nursery School Newsletter.

Safeguarding

- Poor attendance can raise safeguarding concerns. Where the headteacher/DSL has concerns and spoken to the class teacher but is still not satisfied with a child's attendance, the Attendance Flowchart will be followed. On induction to Bacup Nursery

School, parents will provide a minimum of 2 emergency contacts, however 3 emergency contacts will be sought. The list of emergency contacts will be followed in order, and where a Vulnerable child is absent each emergency contact will be contacted until contact has been made.

- On occasions, parents and carers change their emergency contact numbers. A 'New Emergency Contact slip' will be sent out to numbers unobtainable.

Reviewed Annually

See next page for Attendance Flowchart

URGENT NEW EMERGENCY CONTACT SLIP

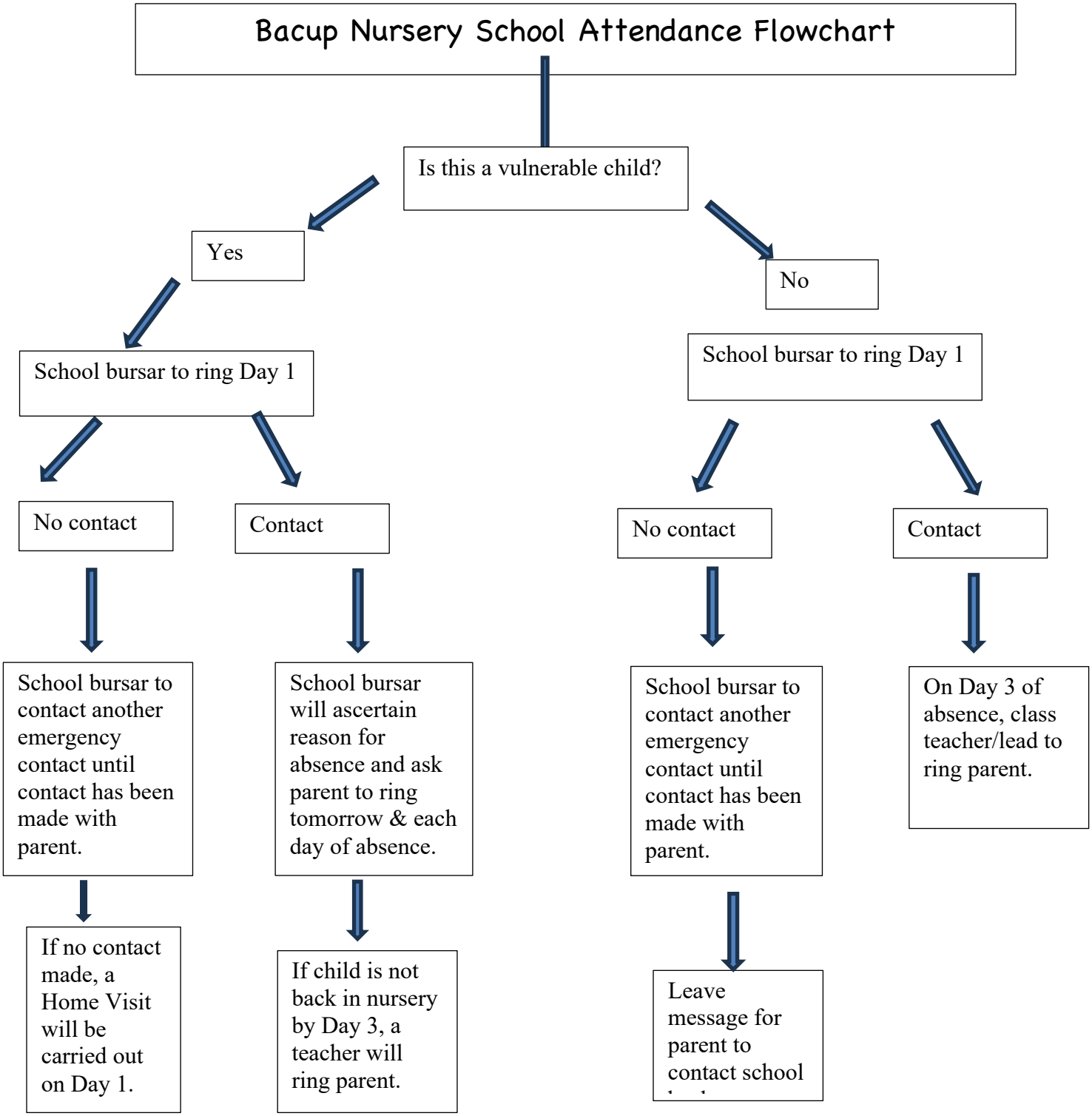
Name of child:
Date:

We have tried to contact one of your emergency contact numbers today and this was unobtainable.

Please provide an additional New Emergency Contact number below.

This must be returned to Nursery School within 2 days of this notification, in case of emergency.

Emergency Contact Name:

Emergency Contact Phone Number:

All parents provide minimum 2 emergency contacts, 3 will be sought. School Bursar provided with VC List. This flowchart is part of the school's Attendance Policy.