



Policy title	Attendance policy
Approved by:	FGB
Reviewed by:	November 2023
Date of next review:	November 2025

This policy has been impact assessed by Gayle Berry in order to ensure that it does not have an adverse effect on race, gender or disability equality.

Equality Impact Assessment

Under the Equality Act 2010 and 2017 we have a duty not to discriminate against people on the basis of their age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. This policy has been equality impact assessed and we believe that it is in line with the Equality Act as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

Safeguarding Statement

At Turncroft Nursery we respect and value all children and are committed to providing a caring, friendly and safe environment for all our pupils so they can learn, in a relaxed and secure atmosphere. We believe every pupil should be able to participate in all nursery activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by, or invited to deliver services at Turncroft Nursery. We recognise our responsibility to safeguard all who access school and promote the welfare of all our pupils by protecting them from physical, sexual and emotional abuse, neglect and bullying.

At Turncroft Nursery School we believe that good attendance is essential if children are to feel settled and take full advantage of the learning and development opportunities available to them within nursery school. We know that attending nursery regularly has a positive impact on learning and progress, therefore the best life chances for children. When children are absent from nursery school, they miss out on developing routines and can find it difficult to settle and form relationships.

We aim to:

- To create a culture where good attendance is 'normality' and valued
- To value the individual and be socially and educationally inclusive
- To be consistent in the implementation of our policy and procedures
- To promote safeguarding and welfare

Our Attendance Policy is based on the following principles:

- 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 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

Our school aims to promote, among parents and children, a high level of awareness of the need for regular and prompt attendance. Parents are advised of the school's expectations during the induction meetings for new children. Parents are reminded regularly in newsletters of the importance of good attendance and timekeeping.

Absence:

The school registers are closed at 9.00am each morning, and 1:00pm in the afternoon. Children who have not arrived by the end of registration are marked absent. If a child arrives after close of register, they will

be given a 'late after register closed' mark. If our school has been informed that the child will arrive late due to a medical/dental appointment then the appropriate symbol will be used initially then an attendance mark will be given on arrival. A child's absence will be recorded as unauthorised if no satisfactory explanation is given for absence or if the school considers the information received from a parent is not an acceptable reason for absence. Attendance will be monitored half-termly and parents will be informed of their child's attendance should it fall below the school's target of attendance (between 85% and 95%).

Parents will be informed of their child's low attendance level and invited to discuss their child's attendance when:

- A child continues to be absent for more than 7 consecutive days without explanation.
- A child is absent for 7 school days or more with an unsatisfactory explanation.
- A child's attendance drops below our agreed attendance target.
- Where a pattern of unauthorised absence persists or attendance does not improve, despite the teacher's involvement the headteacher will contact parents to discuss the reasons.

If members of staff are concerned about the level of attendance or punctuality of any of the children in their group, they should inform the nursery teacher, who will liaise with the Headteacher.

We celebrate good attendance and improvements in attendance will also be recognised through our 'Star of the Week' awards. We are also mindful of children with medical or home needs which may mean, through no fault of their own, that their attendance falls short of acceptable standards. Attendance figures are analysed and reported termly to the governors in the headteachers report.

Procedures:

Attendance is reviewed on a half termly basis where children are identified as persistent absentees in line with the set government criteria for primary schools and are marked for further monitoring or action due to the link between attendance and attainment. We have a duty to inform parents of their child's attendance and how this can impact upon their performance, even though Nursery School attendance is non-statutory. Long-term standing medical conditions are monitored where appropriate.

Punctuality:

Valuable learning time is lost when children are absent or late, and children who arrive late can sometimes disrupt the routine of the classroom and the work/progress of others. Where lateness becomes an issue, the matter will be discussed with a child's parents to try to improve timekeeping. We are also conscious that parents have to drop off older siblings and punctuality at these schools must take priority over our school.

Holidays:

Holidays in term time are not encouraged. We ask parents to complete a holiday request form which needs to be approved by the Headteacher. This request is at the Headteacher's discretion and will be considered alongside regular attendance patterns over the previous months or weeks then a decision is given to the parents. We do of course acknowledge that as nursery school is not statutory parents have every right to take their children out of school for short periods of time.

Roles and responsibilities

We will encourage good attendance for all children by offering an environment in which pupils feel welcome, valued and part of the nursery school community. Strategies for promoting regular attendance and punctuality include:

- Ensure that their children arrive at nursery school on time, properly dressed and ready to learn
- Work with staff at Turncroft Nursery School to resolve issues which may lead to non-attendance
- Notify Turncroft Nursery School by telephone if their child is absent

- Try to avoid medical or dental appointments during school hours
- Try to avoid taking holidays during term time

Parents are asked to sign a home-school agreement as their child starts nursery school, which includes reference to attending school regularly and on time and notifying nursery school of any absence.

Any problems with regular attendance are best sorted out between the nursery school, the parents and the child. Co-operation between home and school is the best way to support children's wellbeing needs. Parents are expected to contact school at an early stage and to work with the staff in resolving any problems together.