



## **Attendance Policy**

**Cross Policy Links** – Assessment Policy, Safeguarding Policy, Missing Child in Education.

**Cited also in** – Staff Hand Book, Parent and Nursery Promises, Parent Induction Booklet

Our attendance and punctuality policy is intended to give clear information in respect of our attendance management processes to parents, children, staff and governors. This policy sets out our ambition for our children and recognises that there is a strong correlation between absence and under achievement. It also recognises that good punctuality is essential for a child to start the school day prepared for learning. The policy provides information about rewards and support mechanisms to tackle falling attendance and persistent lateness.

Our school provides a welcoming learning environment and our teaching staff are dedicated to helping children reach their full potential. In order to achieve the best outcomes, it is expected that our children will attend every day on time.

During induction visits, home visits and through the nursery school prospectus we take the opportunity to familiarise parents with this Attendance Policy in term of the reward system, reporting procedures and support mechanisms which challenge falling attendance or lateness

### **Promoting consistently good attendance and punctuality**

Good attendance is promoted by encouraging children to be an **Attendance Hero** (Here Every day Right On time) or an **Attendance Fairy** (Five days Attendance is Important Right throughout the Year). These are promoted through posters (Appendix 1) around the setting and included in the school prospectus.

100% attendance is rewarded weekly, through stickers given out at the end of each Friday session.

Overall good attendance is rewarded at the end of the Autumn term and each half term that follows. Those children whose attendance and punctuality is 95% or above will be presented with Hero/Fairy themed rewards at a celebration shared with parents.

### **Reporting Procedures**

Parents are required to notify the school, on the first day of absence, of the reason for the absence. If parents/carers fail to notify the school, an attempt will be made to contact parents by phone to ascertain and record reasons for absence. It is the responsibility of the administration staff and Little Explorers manager to ensure that these phone call are made and recorded.

If a child enters nursery after 8:50am for the morning session or 12:40pm for the afternoon session, their parents will be requested to sign their child into nursery using the late book. These children will then be given a late mark in the register.

Absences and lateness will be recorded weekly using SIMs for funded children.

### **Unexpected Absence – Safeguarding procedures**

If a child is unexpectedly absent and their parent has not made contact then safeguarding procedures to locate the child will be followed (Appendix 1)

### **Monitoring procedures and support mechanisms for attendance**

Using SIMs, the attendance officer will monitor every child's attendance. Attendance causing concern will be reported to the Head Teacher every three weeks (Appendix 2). The Poppies Manager will be responsible for monitoring and supporting attendance of 2-3 year olds attending Poppies.

If there is prolonged or persistent absence, the following procedures are triggered:

- Attendance falls below 95%, 1<sup>st</sup> attendance letter, highlights a child's absence percentage and threat to wellbeing and development (Appendix 3)
- For a child whose attendance continues to fall below 87%, a 2<sup>nd</sup> attendance letter is triggered inviting parents to attend an Attendance Improvement Review (Appendix 4) with the Head Teacher/Poppies Manager.
- If child attendance continue to fall below 82%, then a 3<sup>rd</sup> attendance letter is triggered, inviting parents to a 2<sup>nd</sup> meeting with the Head Teacher/Poppies Manager (Appendix 5). At this meeting, parents will be offered Early Help (single agency or multi agency depending on factors discussed). Together interested parties will create an Attendance Action Plan with short term targets to measure improvement. These targets will then be monitored via Early Help recording systems on a 6 week basis. If discussions reveal any additional safeguarding concerns a referral to the MASH team will be made to seek reassessment.

If parents persistently fail to notify nursery, each time their child is absent, a letter reminding them of reporting procedures will be sent (Appendix 6).

If parents fail respond to telephone calls and text messages requesting then to contact nursery then Safeguarding Absence procedures will be triggered. This letter requests parents to contact nursery in order ascertain the safety and wellbeing of the child (Appendix 7). After 10 days of continuous absence and failure to respond to requests made to contact nursery, a referral to MASH team will be made.

### **Monitoring procedures and support mechanisms for lateness**

Using SIMs, the attendance officer will monitor every child's punctuality. Persistent lateness will be reported to the Head Teacher every three weeks (Appendix 2). The Poppies Manager will be responsible for monitoring and supporting punctuality of the 2-3 year olds attending Poppies.

. If persistent poor punctuality is noted, then the following procedures are triggered:

- Attendance punctuality falls below 95%, 1<sup>st</sup> poor punctuality letter, highlights a child's lateness percentage and threat to wellbeing and development (Appendix 8)
- For a child whose punctuality continues to fall below 87%, a 2<sup>nd</sup> letter is triggered inviting parents to attend a Punctuality Improvement Review with the Head Teacher/Poppies Manager. Reasons for poor punctuality will be discussed and possible solutions (Appendix 9).

We believe that excellent attendance is paramount to raising standards and is fundamental to whole school improvement. Sustaining and improving attendance/punctuality will continue to remain a focus of School evaluation and improvement.

Last Reviewed September 2021. By A Flinders

Next review May 2023

Ratified By Governors Nov 2021

Appendix 1 **Unexpected Absence – Safeguarding procedures**

**Attendance registers, cross checked against reported absences.**

**Reported absences recorded on SIMS.**

Parent to continue notify on every day of absence .

- Unless 48hr notice given for sickness/diarrhoea
- Holiday/Leave form submitted with expected return date noted

**Child is unexpectedly absent** from their normal nursery session (no request for leave made, no phone call or email, failure to return on a previously given date).

**School will attempt telephone contact with a parent -**

**Telephone contact made with a parent -** reason for absence recorded and parent reminded of absence reporting procedures

**No telephone contact made with a parent -** school to call other **emergency contact** numbers in priority order. Request that they notify parents to call before the end of the session.

**No telephone contact with a parent -** before the end of the school day, a member of SLT will make a safe and well doorstep visit to home address.

**Face to face contact made with a parent -** reason for absence recorded and parent reminded of absence reporting procedures

**No face to face contact with a parent -** Letter notifying of attempted Safe and Well check left at address. Request to call nursery by 5:00pm

**Telephone contact made with a parent -** reason for absence recorded and parent reminded of absence reporting procedures

**Safeguarding advice sort from LA Safeguarding lead/MASH team/Police –** depending on any known vulnerabilities or previous safeguarding concerns.