



Attendance (pupil) Policy

Adopted by Governors October 2022

Review Date: October 2024

This policy has been written with consideration for the following guidance:

[School attendance guidance May 2022 \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/101422/school-attendance-guidance-may-2022.pdf)

[Stat guidance template \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/101422/stat-guidance-template.pdf)

Related policies:

Late collection policy; safeguarding policy; admissions policy, exclusion policy, charging policy

Principles

Truro Nursery School is a maintained nursery school (MNS) and provides non statutory education for children aged 2-5. We believe that good attendance is essential if children are to settle well; learn effectively; develop appropriate social skills and be well prepared for their future lives and education. Good punctuality and attendance habits are encouraged from the start of a child's educational journey. We promote good attendance by offering a 'buffer' at the beginning and end of the day of 15 minutes for a very small cost (see charging policy); home visits; regular meetings with parents and carers.

From our experience children thrive on routine and predictability. Regular consistent attendance and punctuality is essential for this.

We also recognise that children aged under 5 are more likely to be absent through sickness than older children who have built up some resistance.

We encourage families to take holidays during term time but also recognise that given that the children are not yet of statutory school age, holidays and family days can be beneficial for the whole family. Families should be aware that this is not acceptable once their child is of statutory school age.

We do not allow children to attend extra curricular activities e.g. weekly swimming lessons in session times; parents should attend these outside of their child's sessions at Nursery.

Roles and Responsibilities

Parents/carers -

Under section 7 of the Education Act 1996, the responsibility for ensuring that children attend school lies with the parents. We encourage good habits from the start so ask that parents/carers make sure their children attend both punctually and regularly. Any difficulties should be discussed with the school and we will endeavour to do our best to support.

We ask that parents/carers inform us as soon as practically possible when their child is going to be absent or late. This can be done via telephone, email or in writing.

Truro Nursery School –

We have a statutory duty to promote the safety and welfare of all children. Therefore, office staff make follow up phone calls to all families whose children are absent without explanation on the first day of their absence. Messages will be left if we are unable to speak to families. If we have cause for concern or are consistently unable to speak to a family, we may contact other agencies such as health visitors; parental support advisors; social care or the police.

If a family fails to attend and we are unable to contact them we will remove them from our roll after 4 weeks and offer the place to another child.

Children missing in education - although procedures for children missing in education apply only to statutory school age children we will inform the local authority as this could be considered a safeguarding risk. If the child or family is considered vulnerable we will contact MARU and/or the health visiting team as soon as we have concerns about the child's absence.

Off rolling is a term applied to statutory school aged children where a child is removed from the school roll for the best interests of the school rather than the child. This does not apply to MNS and in any case when removing the child from the school roll would be considered, we would endeavour to work with the family to find a solution and if all else fails, follow our exclusion policy.

Dual registration – some children split their hours between more than one setting. If this is the case we will ensure we make contact with the setting to enable us to share any safeguarding/attendance information.

Reduced timetables – we do not offer reduced timetables for children with the exception of when a child needs to build up their time with us e.g. for emotional reasons. This will always be in consultation and agreement with parents/carers.

Procedures

- Children should arrive on time for the beginning of their session
- Teachers and session leaders take a register (online) to record children in attendance as they arrive. If a child is absent the teacher/staff member will mark this on the register and record the reason, if known. If the reason for absence is not known and the child does not arrive by 9am or 12.45pm the teacher will report the absence to the office who will follow up with a phone call to home.
- Gates and parental entry doors are shut 15 minutes after session start times and any latecomers will have to come to the office to gain entry. Parents may be asked to wait with their children if their lateness means that they will disrupt adult led group times.
- Follow up phone calls are made on the first day of absence
- At the Headteachers/teacher in charge's discretion contact will be made with other agencies such as social care, police, MARU, HV.
- Persistent single or several day absences will be addressed with the family by the class teacher.
- Absences of more than 4 weeks – child is removed from roll.