



Attendance Policy

Policy title:	Attendance Policy
Approved by:	FGB
Date approved:	July 2023
Date of next review:	July 2026

At Ashworth Nursery School we believe good attendance is essential if children are to be settled and take full advantage of the learning and development opportunities available to them at nursery school. We recognise that attending nursery regularly has a positive impact on learning and progress and therefore the best life chances for children. When children are absent from nursery school, they miss out on lots of fun activities and can find it difficult to settle, to become involved and form social relationships.

At a young age, continuity and consistency are important contributors to a child's well-being and progress. Regular and punctual attendance is paramount so that all children have full access to the curriculum. 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.

Regular attendance and punctuality help to instil good habits for the future and promote the development of a positive attitude towards school.

Aims

- 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

Principles

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.

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:

- Staff constantly work to create an environment in which children and parents feel welcome, thus promoting regular attendance
- The importance of regular attendance and punctuality is explained to parents at the induction meeting with the Headteacher
- Information is provided in the nursery brochure
- Discussion with child's Key Person, informally and during Parent Consultations
- Attendance information sent to all Nursery parents half- termly
- Individual attendance letters sent to Nursery parents by the Headteacher informing parents if their child's absence is a cause for concern
- Good attendance is celebrated with certificates at least termly
- The times and procedures for registration are made clear to parents and staff and these are followed consistently. Sessions start at 8.30am and 12.15 pm.

- Staff actively discourage lateness and registers close at 10am and at 1:45pm
- Staff will differentiate in the registers between absence for medical reasons, holidays, authorised absences, un-authorised absences and children who have arrived late
- Staff note all absences, by using the appropriate symbol in the register
- Daily phone calls are made by office staff to ascertain reasons for absence in line with safeguarding procedures

Parents/Carers Parents are responsible for ensuring that their children have access to early education and to ensuring that their children attend regularly and punctually. Parents should:

- Ensure that their children arrive at nursery school on time, properly dressed and ready to learn
- Work with Ashworth Nursery School to resolve issues which may lead to non-attendance
- Notify Ashworth 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. Children could sometimes be reluctant to attend nursery school. If a child is reluctant to attend, it is never better to cover up their absence or to give in to pressure to excuse them from attending. This gives the impression that attendance does not matter and may make things worse. Cooperation between home and school is the best way to support children's well-being needs. Parents are expected to contact school at an early stage and to work with the staff in resolving any problems together.

Procedures

Children should be at nursery, on time, every day that the school is open, unless the reason for the absence is unavoidable.

Parents are expected to inform school of an absence by 9am (mornings) or 12.30pm (afternoons). Where parents do not notify nursery of an absence, office staff will contact parents to ascertain the reason for the absence. If the child is known to Children's Services, this service will be informed of an unauthorised absence.

Attendance is monitored each half term and parents will receive a letter to inform them of their child's attendance. Letters are personalised where possible to include each child's / families specific circumstances and to encourage improved attendance where required. Children are awarded certificates for 100% attendance and improved attendance every term.

Parents of children whose attendance is inconsistent and generally poor will be contacted by the Headteacher and future attendance monitored. If attendance falls below 85% agreed targets are put into place and reviewed each half term. If there is cause for concern, the health visiting service and/or multi-agency team may be contacted to ascertain if family support may be needed. In more urgent cases, Children's Services may be contacted.

Although attendance at nursery is not statutory, authorised absence is only normally granted for emergency situations and medical appointments. All planned absences in term-time must be requested using the Leave of Absence Holiday Request Form (see Appendix 1). Holidays will be marked as such in the attendance register. Prolonged absence without explanation may result in referral to Blackburn with Darwen Borough Council and the nursery place being re-allocated. Poor attendance and punctuality information may be passed on to the child's next school as this can be a safeguarding concern.

Even when you're very small attendance makes a BIG difference!

What the percentages really mean.

100% – 97%

You are doing really well and we are very pleased with your Attendance.

96% – 93%

This is good but below our school target and we would like to see an improvement.

92% – 90%

Your attendance is starting to make us worry.

Your attendance will be monitored and we would expect to see an improvement.

90% and below

This is called ***Persistent Absenteeism*** and may be stopping you from being the best that you can be.

Your parents will be invited into school for a meeting with Mrs Jackson.

Holidays during school time!

They really damage your attendance and make it hard for you to really achieve your potential.

Good Attendance means...

Being in school at least 97% of the time or 184 to 190 days

Remember

Your education is important - don't miss out!

Did you know?

A two week holiday in term time means that the highest attendance a child can achieve is **94.7%**



There are **365** days in a calendar year

175 days are **not** spent at school*

*So there's plenty of time for shopping, holidays and appointments!

Did you know?

When pupils attend school they:

- ✓ Can achieve their full potential
- ✓ Have better career prospects
- ✓ Learn how to look after themselves and be healthy
- ✓ Grow in confidence
- ✓ Keep up with work and homework
- ✓ Make new friends

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Holiday Form

Name of Child:

My child will be absent from school on a family holiday from:

Start date: Country visiting.....

I agree that my child will return to school on:

Return to Nursery date:

Signature of
Parent/Carer:

Date: