

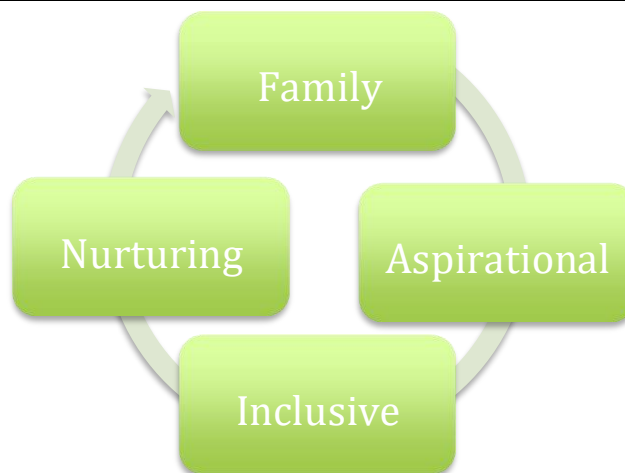


Tenterfield Nursery School

Attendance Policy

Based on Model Policy	Not applicable		
Review body:	Headteacher		
Date issued:	March 2022		
Review frequency:	Every 3 years		
Review Date:	March 2025		
Target audience:	All Stakeholders		
Signed Headteacher:	Vicky Beare	<i>Vbeare</i>	13.09.21

Values



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Vision

- To deliver high quality education in a supportive, caring and secure environment in which everyone is valued.
- To provide a centre for the families in our community to learn, grow and play.
- To continue to offer exceptional specialist provision for children and families with additional needs.

1. Rationale

Tenterfield Nursery School is committed to promoting excellent levels of attendance and punctuality, enabling its pupils to take full advantage of the educational opportunities available to them.

2. Attendance and Punctuality

Tenterfield Nursery School is a non-statutory Local Authority maintained school for early years education. There is no legal requirement for children to attend non-statutory provision. However, there is a proven link between attendance and punctuality and children's attainment.

Regular attendance and punctuality are important because:-

- Absence and lateness affects pupils' ability to participate in and benefit from the curriculum.
- Children who arrive late disrupt the routine of the classroom and the work/progress of others.
- Poor attendance and punctuality may result in a child finding it difficult to settle, to become involved and to form social relationships.
- Regular attendance and punctuality will help to instil good habits and promotes the development of a positive attitude towards school.

3. Responsibilities

Tenterfield Nursery School is responsible for supporting the attendance of its pupils and for dealing with problems which may lead to non-attendance. We aim to work in partnership with parents. The school will:

1. Complete attendance registers twice a day, at the beginning of the day and after lunch, as required by the Local Authority.

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2. Differentiate in the registers between absence for illness or medical reasons and holidays, and children who have arrived late.
3. Actively discourage lateness: registers will close at 09.00 and at 12:15 and arrival after these times will be marked as 'late'.
4. Follow up on poor attendance and punctuality – *see procedures in Para. 4.*

Parents and carers are responsible for ensuring that their children have access to early education and that their children attend regularly and punctually.

Parents should:

1. Ensure their children arrive at school on time, appropriately dressed and ready to learn.
2. Notify Tenterfield Nursery School by telephone if their child is absent, on the first day of absence.
3. Work with staff to resolve issues which may lead to non-attendance.
4. Avoid making routine medical or dental appointments during school hours.
5. Avoid taking holidays during term time.

4. Procedures for following up absence

1. All absences are recorded in the register, using the appropriate mark
2. Parents/carers are made aware of school policy and their responsibility to inform the school in advance of any absence, stating the reason for the absence.
3. If no reason for the absence has been received by the time the registers close, the school office staff will telephone the parents/carers to ascertain the reason and also seek an indication of when the pupil can be expected to return to school. Any concerns will be reported to the Headteacher
4. Communication from parents regarding absences will be recorded in the school register.
5. If a pupil is persistently late or absent the school will contact parents and, if this continues, the Headteacher will invite the parents in to school to discuss the reasons for absence.

5. Strategies for promoting regular attendance and punctuality

Staff work continuously to create an environment in which parents and pupils feel welcome and want to be a part of the school.

The times and procedures for registration are made clear to parents and staff and are followed consistently.

The importance of regular attendance and punctuality is stressed to parents through:- ²

- Induction meeting with the Headteacher.
- The school website
- Discussion with child's Key Person, informally and during consultations.

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