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| Approved by GB  | Date: July 2024 |
| Signed by Chair  | Signature:  |
| Due for Review  | Date: July 2026 |

Chapel Street Nursery School

**Attendance Policy**

**Introduction**

The Governing Body is required by the Education (Pupils Attendance Records) Regulations 1991, to maintain a Policy on Attendance.

As most children receive between 15 and 30 hours free early education each week, which is paid for by the Government, we need to ensure that we support regular attendance to justify receiving this money.

This policy should be read alongside the ‘Children Missing in Education Statement’.

**Rationale**

Regular attendance at nursery school is an important part of giving children the best start in life.

Regular attendance ensures that children form good relationships with their peers and keyworkers, become familiar with the rules and routines of nursery school life and experience the opportunities that are planned to promote development across the early year’s curriculum. Keyworkers plan to meet the needs of individuals and groups of children to narrow the gap between those children who are on track and those who are working towards. Attending each day will ensure that children don’t miss those planned experiences and have every opportunity to thrive within the first 5 years of their life.

Chapel Street Nursery School aims for 100% attendance from all its pupils and has a number of ways to support parents in striving for that too.

**Responsibilities**

Parents/carers will:

-On accepting a place, sign a contract to confirm that their child is attending Chapel Street Nursery School.

-Discuss with the nursery if there is any reason why their child’s attendance could be affected such as a medical condition requiring regular appointments.

-Maintain regular attendance.

-Contact the nursery to let us know their child will be absent. This can be done by calling the office (01482 423552) or reporting it via ParentMail. Parents/carers should give a reason why their child is absent and how long they expect them to be absent for.

-Book family holidays out of term time. Any holiday requests must be made to the Head teacher in writing. Parents/carers should be aware that a child’s place is at risk if they are away for more than 10days.

Keyworkers will:

-Mark children either present or absent at the commencement of each hour to ensure that children who have arrived or left are accounted for.

-Ensure registers are neat, legible, and accurate in case they are used as a legal document in court cases.

-Discuss attendance with parents during parent consultations.

-Discuss with the family worker team if a child’s absence is causing concern and/or the child is subject to a safeguarding plan.

-Discuss with the SENDCo if a child’s absence is causing concern and/or the child is resourced.

-Record children’s attendance on 2 year checks and leavers’ reports.

The office team will:

-Maintain computer records of attendance for all children.

-Remove children from the register when they leave the nursery school.

-Keep registers for 6 years before being destroyed.

-Provide attendance records at the end of each half term (to FW team), shortly before each parent’s consultation (room leaders) and on request by staff.

The family worker team will:

-Call parents of children who are absent and have not made a call to nursery to explain why. Record all conversations on CPOMS. *If contact with the parent cannot be made for 5 consecutive days, the nursery will assume the child is missing. On the 5th day, the nursery will make contact again and leave a message that a home visit has been arranged (preferably for the following day). Ensure the day/time of the home visit is given within the message. If no one is home when you arrive for the home visit, the DSL will record as a safeguarding concern and contact MASH for advice.*

-Look at absence reports at the end of each half term and arrange home visits for those whose attendance has fallen below 75% (step 1 below) then record the visit in the persistent absence procedure book.

The senior leadership team, including the governing body, will:

-Respond swiftly and appropriately to any concerns from staff regarding attendance.

-Ensure adequate staffing to enable home visits to take place.

-Ensure the attendance procedure is understood and followed.

-Follow steps 2 and 3 of the persistent absence procedure (Deputy Head and Head teacher)

-Report poor attendance to governors.

-Evaluate this policy and its procedures against attendance figures and make changes where needed.

**Persistent absence procedure:**

Children who are persistently absent may lose their nursery place.

1. Parents whose children’s attendance is below 75% within a half term will have a home visit by the family worker team and be given a verbal warning that their child’s place may be withdrawn if they do not improve their attendance. (Family worker team to be given attendance records at the end of each half term).
2. If the child’s attendance does not improve over the next 2 weeks, a meeting will be held with the Deputy Head teacher and a letter will be issued warning the parents that the child’s place may be withdrawn.
3. If there is still no improvement in attendance over the next 2 weeks, a meeting will be held with the Head teacher and a second warning letter will be issued.
4. If no improvement is made in the next 2 weeks, then a letter will be issued to the parents telling them that the child’s place has been withdrawn.