



**Arlesdene**

Nursery School and Pre-school

**Attendance  
and Punctuality for  
Children Policy**

**Sept 2021**

**ATTENDANCE AND PUNCTUALITY FOR CHILDREN POLICY**

**Arlesdene Nursery School and Pre-school**

**Policy Review**

This policy will be reviewed in full by the Governing Body no less than two years.

The policy was last reviewed and agreed by the Governing Body on 29<sup>th</sup> September 2021

It is due for review on 29<sup>th</sup> September 2023 (up to 24 months from the above date).

Signature .....

Date .....

Head Teacher

Signature .....

Date .....

Chair of Governors

## Version control

<b>Date</b>	<b>Version</b>	<b>Page/Clause Amended</b>	<b>Brief Details of Changes</b>
21/06/2019	1.1	Title	Changed policy title to 'Attendance and Punctuality for Children Policy'
21/06/2019	1.1	Appendix 1	Exclusion table advises on the time period that a child needs to be excluded from school if they have an infectious condition. (Source NHS)
04/07/2022	1.2	Page 5 - Responsibilities – The School	Final bullet in this section amended

## Arlesdene Nursery School and Pre-school

### Attendance and Punctuality for Children Policy

**The Nursery School at Arlesdene Nursery School and Pre-school is a non-statutory provision 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.**

Arlesdene Nursery School and Pre-school is committed to promoting excellent levels of attendance and punctuality, enabling our pupils to take full advantage of the educational opportunities available to them.

#### ***Regular attendance and punctuality are important because:***

- Absence and lateness affects pupils' ability to participate 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 may help to instil good habits and promotes the development of a positive attitude towards school.

#### **Strategies for Promoting Regular Attendance and Punctuality**

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

- Induction meeting with the Headteacher,
- The Nursery School and Pre-school brochure.
- Monitoring of attendance and late arrivals.
- Discussion with child's Key Person, informally and during Parent Consultations.
- 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 are followed consistently. Sessions start at 8.45am and 12.30pm. Children arriving after this time are recorded as 'late'. Staff work continuously to create an environment in which parents and pupils feel welcome, thus promoting regular attendance.

#### **Procedures for following up Absence**

- Staff note all absences, by using the appropriate symbol in the register.
- First day response procedures are followed for any absent children who we are concerned about and whose parents have not already contacted the school.  
A member of staff telephones the parents to enquire the reasons for the absence.  
Parents are politely reminded of the school policy and their responsibility to inform the school of the reasons for their child's absence.  
All notes from parents regarding a pupil's absence will be stored in the class registers and a telephone log kept in the office.
- If a pupil is persistently late or absent the Headteacher will meet with the parents to discuss these issues and if required offer support that will enable their child to attend more regularly.

### **Responsibilities – The School**

- We are responsible for supporting the attendance of children and for dealing with problems which may lead to non-attendance.

We aim to work in partnership with parents.

- Arlesdene Nursery School and Pre-school, as required by Hertfordshire Education Authority, will complete attendance registers twice a day, at the beginning of each nursery session.
- We will differentiate in the registers between absence for medical reasons and holidays and children who have arrived late.
- Staff actively discourage lateness and registers in the Nursery School close at 8.50am and at 12:35pm. Arrival after these times will be marked as 'late'. Nursery School parents are asked to sign their child in the Children's Attendance Register in School reception.
- Poor attendance and punctuality will be followed up by the Headteacher.
- Pre-school staff will alert the Pre-school Leader regarding children who are regularly late or who have unexplained absences.
- Prolonged absence without explanation, may result in referral to Herts County Council and Children's Services/ Police. (Prior to this the school will have attempted contact with all the child's known emergency contacts, visited the child's address if appropriate in order to establish the child's safety and whereabouts)

### **Responsibilities – Parents**

Parents are responsible for ensuring that their children have access to Early Education and ensuring that their children attend regularly and punctually.

#### **Parents should:**

- Ensure that their children arrive at nursery on time, properly dressed and ready to learn.
- Work with Arlesdene Nursery School and Pre-school to resolve issues which may lead to non-attendance
- Report their child's absence via telephone, email ([office@arlesdene.herts.sch.uk](mailto:office@arlesdene.herts.sch.uk)) or the ParentMail app on the first day of absence
- Try to avoid medical or dental appointments during school hours.
- Try to avoid taking holidays during term time.
- Not send your child to nursery if he/she is unwell so that we can limit the spread of infection. Children should stay at home for 48 hours after the last episode of sickness or diarrhoea and to inform the school if they have any contagious/infectious illnesses so that we can alert other parents.

## Appendix 1

### Health Protection for schools, nurseries and other childcare facilities

The exclusion table below advises on the time period that a child needs to be excluded from school if they have an infectious condition. (Source NHS)

#### Exclusion table

Infection	Exclusion period	Comments
Athlete's foot	None	Athlete's foot is not a serious condition. Treatment is recommended.
Chicken pox	Five days from onset of rash and all the lesions have crusted over	
Cold sores (herpes simplex)	None	Avoid kissing and contact with the sores. Cold sores are generally mild and heal without treatment
Conjunctivitis	None	If an outbreak/cluster occurs, consult your local HPT
Diarrhoea and vomiting	Whilst symptomatic and 48 hours after the last symptoms.	
Diphtheria *	Exclusion is essential. Always consult with your local HPT	Preventable by vaccination. Family contacts must be excluded until cleared to return by your local HPT
Flu (influenza)	Until recovered	Report outbreaks to your local HPT.
Glandular fever	None	
Hand foot and mouth	None	Contact your local HPT if a large numbers of children are affected. Exclusion may be considered in some circumstances.
Head lice	None	Treatment recommended only when live lice seen
Hepatitis A*	Exclude until seven days after onset of jaundice (or 7 days after symptom onset if no jaundice)	In an outbreak of hepatitis A, your local HPT will advise on control measures
Hepatitis B*, C*, HIV	None	Hepatitis B and C and HIV are blood borne viruses that are not infectious through casual contact. Contact your local HPT for more advice.
Impetigo	Until lesions are crusted /healed or 48 hours after starting antibiotic treatment	Antibiotic treatment speeds healing and reduces the infectious period.
Measles*	Four days from onset of rash and recovered	Preventable by vaccination (2 doses of MMR). Promote MMR for all pupils and staff. Pregnant staff contacts should seek prompt advice from their GP or midwife.
Meningococcal meningitis*/septicaemia*	Until recovered	Meningitis ACWY and B are preventable by vaccination (see national schedule @ <a href="http://www.nhs.uk">www.nhs.uk</a> ). Your local HPT will advise on any action needed.
Meningitis* due to other bacteria	Until recovered	Hib and pneumococcal meningitis are preventable by vaccination (see national schedule @ <a href="http://www.nhs.uk">www.nhs.uk</a> ) Your local HPT will advise on any action needed

Infection	Exclusion period	Comments
Meningitis viral*	None	Milder illness than bacterial meningitis. Siblings and other close contacts of a case need not be excluded.
MRSA	None	Good hygiene, in particular handwashing and environmental cleaning, are important to minimise spread. Contact your local HPT for more information.
Mumps*	Five days after onset of swelling	Preventable by vaccination with 2 doses of MMR (see national schedule @ <a href="http://www.nhs.uk">www.nhs.uk</a> ). Promote MMR for all pupils and staff.
Ringworm	Not usually required.	Treatment is needed.
Rubella (German measles)	Five days from onset of rash	Preventable by vaccination with 2 doses of MMR (see national schedule @ <a href="http://www.nhs.uk">www.nhs.uk</a> ). Promote MMR for all pupils and staff. Pregnant staff contacts should seek prompt advice from their GP or midwife.
Scarlet fever	Exclude until 24hrs of appropriate antibiotic treatment completed	A person is infectious for 2-3 weeks if antibiotics are not administered. In the event of two or more suspected cases, please contact local HPT
Scabies	Can return after first treatment	Household and close contacts require treatment at the same time.
Slapped cheek /Fifth disease/Parvo virus B19	None (once rash has developed)	Pregnant contacts of case should consult with their GP or midwife.
Threadworms	None	Treatment recommended for child & household.
Tonsillitis	None	There are many causes, but most cases are due to viruses and do not need an antibiotic treatment.
Tuberculosis (TB)	Always consult your local HPT BEFORE disseminating information to staff/parents/carers	Only pulmonary (lung) TB is infectious to others. Needs close, prolonged contact to spread
Warts and verrucae	None	Verrucae should be covered in swimming pools, gyms and changing rooms.
Whooping cough (pertussis)*	Two days from starting antibiotic treatment, or 21 days from onset of symptoms if no antibiotics	Preventable by vaccination. After treatment, non-infectious coughing may continue for many weeks. Your local HPT will organise any contact tracing

HPT – Health Protection Team

**\*denotes a notifiable disease. It is a statutory requirement that doctors report a notifiable disease to the proper officer of the local authority (usually a consultant in communicable disease control).**

Health Protection Agency (2010) Guidance on Infection Control in Schools and other Child Care Settings. HPA: London.