



**Arlesdene**

Nursery School and Pre-school

# **Attendance and Punctuality Policy**

**September 2018**



**ATTENDANCE AND PUNCTUALITY 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 18<sup>th</sup> September 2018

It is due for review on 17<sup>th</sup> September 2020 (up to 24 months from the above date).

Signature .....

Date .....

Head Teacher

Signature .....

Date .....

Chair of Governors



## Arlesdene Nursery School and Pre-school

### Attendance and Punctuality 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.

### **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.