

Attendance Policy



Adopted by: Low Hill Nursery School

On: September 2020

Updated: January 2024

Review: January 2025

Signed Chair of Governors:

A handwritten signature in black ink, consisting of a large, stylized initial 'C' followed by a long, sweeping horizontal line that ends in a small hook.

Introduction

At Low Hill Nursery School, we believe in supporting children and families to attend school regularly. Attending school regularly is fundamental to a child's learning and development and emotional wellbeing. Children who are consistently late or absent from school may struggle to settle or fall behind in their learning.

We believe in engaging with parents/carers to find out the barriers into why the child's attendance is not over 80%. We want to work in a supportive non-judgemental way to support families to regain at least 80% attendance. We understand that children become ill from time to time and ask parents/carers to contact the school office to authorise the absence and inform us as to why their child is not attending.

Attendance Procedures

- If a child is not going to be in school it is the parents or carers responsibility to contact the school office to inform of the absence.
- If a child has not attended for two consecutive days in term time and no contact has been made a courtesy call from the pastoral care team will be made.
- If after 3 days no contact has been made a home visit will be carried out by the head teacher/Pastoral team.
- If a child is in our Resource base and is accessing a Reception place then a call will be made on the first day of absence.
- If a child's attendance is consistently low, a letter will be sent out requesting a meeting with the pastoral care team and parents or carers, in order to establish the reasons why attendance is low and put the appropriate support in place if needed.
- We work closely with a number of agencies to support children and families who are finding it difficult to bring their children to school.
- Off registering, a child is an extreme decision and not one we make lightly, however, if the child's attendance is persistently low and parents/carers fail to engage off registering the child will be considered.
- No contact with families for 4 weeks will be an automatic de-registration

Attendance Procedure After holiday Breaks

- After a half term break a courtesy call will be made if a child does not return and there has been no contact by the parent/carers.
- If a child is frequently absent then the pastoral team or keyworker will initiate a conversation to find out reasons for non-attendance.

Monitoring of Attendance

Jayne Beech (DDSL/Pastoral Support) will monitor attendance and follow the procedure accordingly, and take necessary action.

Request for Holidays

Parental requests for holidays will be considered but a request must be put into the school's main office by completing a holiday form. As we are a non statutory provision, holidays and leave of absence periods will be granted. However, we ask that parents do request this officially.

Extended periods of absence may result in a child being deregistered from the school.