

# Attendance Policy



**Adopted by:** Low Hill Nursery School

**On:** September 2020

**Review:** September 2021

**Signed Chair of Governors:**

## **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 parents/carers in order for us to find out about why their child's attendance has dropped below 80% and ways in which we can 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'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 distinguish 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**

Michelle Dudley (Pastoral Manager) 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 nonstatutory provision, holidays and leave of absence periods will be granted. However, we ask that parents do request this officially.