



ASHGATE NURSERY SCHOOL

ATTENDANCE POLICY

At Ashgate Nursery School we believe good attendance is essential if children are to be settled and take full advantage of the learning and development opportunities available to them. At a young age continuity and consistency are important contributors to a child's well-being and progress. Also we believe regular attendance at nursery can set good practice for statutory school.

Our aim is:

- to create a culture in which good attendance is 'normality' and valued
- to value the individual and be socially and educationally inclusive
- to be consistent in implementation of our policy and procedures

All parents are made aware of the importance of regular attendance prior to entry and of the importance of collecting children on time. Our Failure to Collect procedure outlines our practice if a child is not collected from nursery.

The school collates and monitors attendance information for all children each half term in line with safeguarding good practice.

All parents are made aware of the expectation that they inform the school by telephone on the first day of absence. If a child is absent for a second day without notification the school will contact the family by telephone to find out the reason for the absence. If the child is known to Social Care they will be informed of the unauthorised absence.

If after one week there has been no contact the school will send a letter to the family. If there is still no response after a further week the school will inform the Education Welfare Service. An Education Welfare Officer will liaise between home and school and is able to advise and support families on the importance of regular attendance.

If after one month there has been no contact the child's name will be removed from the register and the place allocated to another child on the waiting list. The Local Authority will be informed that the child has left the nursery.

Leave of absence for family holidays

Guidance issued by the Local Authority is that holidays in term time should be discouraged. Parents are required to complete a leave of absence form to request holiday absence to be an authorised absence. The nature of the trip, such as an exceptional experience, or parental restrictions on leave from employment are taken into consideration. Leave of absence for longer than two weeks will only be considered an authorised absence in exceptional circumstances.

To be reviewed annually.