



## Westfield Nursery School Attendance Policy

### **Vision**

At Westfield Nursery we aim to deliver against our vision 'Inspired beginnings; outstanding futures'.

### **Philosophy**

At Westfield Nursery School there is a commitment to maximising attendance for all pupils to enable them to benefit from the education we provide. We do acknowledge, because our pupils can be very young, that attendance patterns may need to be flexible and individualised; even so, regular attendance is vital for effective learning, maximum progress and the development of relationships. There is recognition of the importance of establishing good home-school links and communications that can be used if ever there is a problem over attendance.

### **Implementation**

- Staff must follow the registration process, including the marking of register and checking on any regular absences
- Registers need to be completed accurately at the beginning of the morning, lunchtime and afternoon sessions and attendance regularly monitored. Any late children are entered in the register and the total number adjusted
- Class leaders are responsible for alerting the Office Assistant to absences that require immediate follow up. A telephone call will be made to try to ascertain the reason for absence. This is entered in the register and if necessary, the social worker is informed of the absence.
- Class leaders are responsible for alerting the Designated Safeguarding Lead (DSL) to absences involving children who are at risk
- The Headteacher/DSL will follow up on these concerns by contacting the parents and the necessary services if necessary
- All parents are encouraged to contact school on the first day of absence
- Telephone messages are logged, and the appropriate code entered in the registers
- Staff will approach parents to ascertain the cause of the absence where the nursery has not been given a reason
- Parents are responsible for ensuring that their child/children attend school regularly and punctually. Unfortunately, as our children are not statutory school age, we can only encourage them to ensure their children attend
- SLT review children's attendance and where attendance is poor, send letters to parents about the importance of good attendance on progress and attainment
- If after enquiry, there is no satisfactory response, or any response, from the parents within a reasonable time the 'missing person procedure' will be put into action
- Social Care may be notified if absence is linked to other Safeguarding concerns
- If parents wish to take their child on holiday during term time then they must fill in a 'Request for leave of absence form'. As attendance at Nursery is not statutory this cannot be denied

### **Registration**

- Registration is a legal requirement and registers are legal documents and must be kept for the recommended six years after the date on which they were last used
- By law registers must be 'called' twice a day  
Morning Session by 9.15 a.m; Afternoon Session by 1.00p.m.

-If any child arrives after this time then the parents must take their child through the entrance hall and be let into the school. The child will be marked in the register as late but counted as present for that session

-If parents bring their child to school persistently late a letter will be sent and then this will be a matter for the Headteacher to discuss with the parent

We aim for all pupils to attend 100% of the time. The following information should be referred to as a guide for our expectations about attendance.

	Above 97%. Less than 6 days absence a year: Excellent attendance! Pupils with this attendance should achieve the best attainment they can, leading to the best possible start to their education.
	95% Less than 10 days absence in a year: Pupils with this attendance are likely to achieve their targets and will be well prepared for starting their educational journey.
	90%. 19 days absence over the year: Pupils with this attendance are missing a month of school per year and may fall behind in Maths and Literacy; it will be difficult for them to achieve their best.
	85% 29 days absence in a year: These pupils are missing 6 weeks of school a year, it will be very difficult for them to keep up and achieve their best.
	80%. Pupils with this attendance are missing a day for every week of school. It will be almost impossible to keep up with work.

Policy reviewed January 2018

Policy to be reviewed January 2019