



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 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 staff 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.
- Class leaders are responsible for alerting the Designated Safeguarding Lead (DSL) to absences involving children who are at risk and if necessary. The Headteacher/DSL will follow up on these concerns by contacting the parents/carers 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/ carers to ascertain the cause of the absence where the nursery has not been given a reason
- Parents/ carers 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. Letters are also sent to families with good attendance thanking them
- Updates about the importance of attendance are shared in newsletters
- 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
- We use agreed registration codes to monitor absences
- If no reason for the absence is provided after 5 days, the 'N' code will be changed to unauthorised leave, as per government guidelines

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 9.00am; Afternoon session by 12.45pm. Any children arriving after these times 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.

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| | 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. |

Covid-19 Pandemic/ Strep A/ Flu/ Illness

Following the Covid-19, strep A, influenza and other illness concerns parents/ carers have been requested to bring children who are 100% well enough to be in setting. Parents/ Carers have been asked not to administer Calpol and send children into Nursery as this masks symptoms.

Conclusion

Early Years is a vital start on children's educational journey. Consistent attendance supports learning and positive progress, but the school understands and supports health and well-being decisions about attendance.

Policy reviewed December 2023

To be reviewed December 2024



Westfield Nursery School Registration Codes

Registration Code / \: Present in school / = am \ = pm Present in school during registration.

Code L: Late arrival before the register has closed

Code B: Off-site educational activity

Code D: Dual Registered - at another educational establishment

Code P: Participating in a supervised sporting activity

Code V: Educational visit or trip

Code C: Leave of absence authorised by the school

Code E: Excluded but no alternative provision made

Code H: Holiday authorised by the school

Code I: Illness (not medical or dental appointments)

Code M: Medical or dental appointments

Code R: Religious observance

Code T: Gypsy, Roma and Traveller absence

Code N: Reason for absence not yet provided

Code O: Absent from school without authorisation

Code Y: Unable to attend due to exceptional circumstances

Code #: Planned whole or partial school closure