



OXCLOSE COMMUNITY NURSERY SCHOOL

ATTENDANCE POLICY

Introduction

It is important that parents and children learn quickly the expectation that school attendance is important and is given priority in their daily life. To ensure children develop and progress to achieve their potential they need to attend regularly and punctually.

Oxclose Community Nursery School is following DFE Guidance and health and safety policies and procedures for safe working practices in schools during the Covid 19 Pandemic. This has meant a different way of working for the school and staff. We may not always be able to have face to face contact with parents, so we urge parents to contact the school via telephone or email to raise any concerns or to share information.

Parent Responsibilities

All parents and carers will be expected and encouraged to ensure their child achieves the maximum attendance possible.

Parents / carers **must** provide the nursery school with up to date emergency contact details.

Parents / carers must contact the school on a child's first day of absence, informing the school of reason for absence.

Monitoring attendance at school will also support the safeguarding of children

Procedure

- ◆ Attendance is recorded daily in the register and symbols indicate reasons for absence following the DFE School Attendance Guidance for Maintained Schools
- Parents should contact school before 9.30am on the first day of absence with the reason for that absence
- If the school receives no reason for absence, we will contact the parents within first day to find out why.
- In the nursery school the clerk will enter attendance on RM Integris data base where it can be accessed by the attendance and inclusion team
- If staff are concerned re reasons for non- attendance, it may be referred to Headteacher/Designated person for possible further action
- The Headteacher will monitor patterns of regular absence and where necessary ascertain reasons for this and seek to remedy the situation if appropriate or refer to other agencies.

Ratified Date

Oxclose Community Nursery School

- If a child has failed to attend for 4 weeks and no contact has been made with the school, it will be referred to the Early Years Attendance Development Officer, Inclusion and Integration Team at Sandhill Centre.
- If there is still no satisfactory reason for absence the child's name will be removed from the school register and parents informed to that effect.

Introduction for parents	<ul style="list-style-type: none"> • All staff complete a home visit for new children starting the nursery. • Parents are informed of the procedure for informing the school if children are not able to attend school at the home visit.
Attendance diary	<ul style="list-style-type: none"> • Staff record in the attendance diary when parents contact the school to inform of absence, along with reason and possible return date.
Staff monitoring	<ul style="list-style-type: none"> • Where staff have a concern about a child's attendance the pupil clerk or key worker will contact parents/ carers and document contact positive or negative in the attendance diary. • Office will record any communication or attempts to contact parents on CPOMs
Monitoring Attendance	<ul style="list-style-type: none"> • Attendance is monitored half termly by the pupil clerk and the head teacher is informed of any concerns. • Governors are informed at termly meeting about pupil's attendance.
Attendance at 90%	<ul style="list-style-type: none"> • When a child's attendance drops below 90% the Headteacher will contact parents via telephone to discuss concerns. • The school will endeavour to support the parent / carer to increase attendance to support child's learning. • Contact with families will be documented on Cpoms
Attendance at 85%	<ul style="list-style-type: none"> • The Headteacher will write to parents/carers to offer assistance to increase child's attendance. • Parents will be invited into school to discuss attendance concerns. • Contact with families will be documented on CPOMS.
Attendance at 75%	<ul style="list-style-type: none"> • If a child fails to attend for 4 weeks the matter will be referred to Early Years attendance development officer, inclusion and integration team. • Parents will receive a letter from the Headteacher, informing them their child's place will be withdrawn unless they are able to attend for a meeting with the Headteacher and chair of governors.