

Last reviewed	September 2024
Next review	September 2025



Attendance policy

Rationale

Children learn well with high quality provision and interactions in a caring and nurturing environment. It is well established that high levels of attendance support children's development. We firmly believe that nurturing and developing high levels of attendance has a positive impact on children's learning outcomes.

Improving attendance is everyone's business. All staff have responsibilities in relation to monitoring school attendance and promoting as high a level of attendance as possible. Securing good attendance cannot be seen in isolation and is part of our school curriculum; it is a concerted effort across all teaching and non-teaching staff in school and the Governing Body to promote good attendance.

Aims of the policy

We are committed to meeting our obligation with regards to Nursery School attendance through our whole-school culture and ethos that values good attendance.

We aim to:

- Improve pupils' achievement by ensuring high levels of attendance and punctuality.
- Create an ethos in which good attendance and punctuality are recognised as the norm and seen to be valued by the school, as a central part of the school's curriculum.
- Raise awareness of parents, carers and children of the importance of uninterrupted attendance and punctuality at every stage of a child's education.
- Work in partnership with pupils, parents, staff, the Local Authority and wider professional agencies so that all pupils realise their potential.
- Offer a warm, caring and nurturing atmosphere in which pupils feel safe, secure, and valued.
- Recognise the key role of all staff in promoting good attendance.
- Identify patterns of poor attendance so issues can be tackled as early on as possible
- Implement procedures for identifying, reporting and reviewing cases of poor attendance and persistent lateness.
- Support children and families who have been experiencing any difficulties at home or at school which are preventing good attendance.
- Implement procedures to follow up non-attendance at school.

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Responsibilities

All members of school staff have a responsibility for identifying trends in attendance and punctuality.

Governors

The Governors are responsible for monitoring attendance figures for the whole school on a termly basis. They hold the Headteacher to account for the implementation of this policy and provides a link governor who focusses on safeguarding, including attendance matters.

The Headteacher

The Headteacher is responsible for:

- Championing and improving attendance in school
- Implementation of this policy at the school and reporting matters concerning attendance to the Governing Body
- Overall monitoring of school-level absence data and reporting it to governors
- Supporting staff with monitoring the attendance of individual pupils
- Monitoring the impact of any implemented attendance strategies
- Contacting families where concerns are raised about absence including arranging meetings to discuss attendance issues
- Making referrals to the local Authority, where necessary
- Devising specific strategies to address areas of poor attendance identified
- Ensure that work with families is effective and having positive impact

Teachers and Nursery Managers

Teachers and Nursery Managers are responsible for:

- Championing and improving attendance
- Recording attendance timely, On Tapestry, on a daily basis
- Keeping an overview of class and individual attendance looking particularly for either poor overall attendance, anomalies in patterns of attendance and/ or unusual explanations for attendance offered by children and their parents/carers
- Informing the Headteacher/Senior Leadership Team where there are concerns and acting upon them
- Monitoring follow-up once actions have been taken to correct attendance
- Speak with parents about the importance of attendance at parent meetings.

Administration staff

Staff in the School Office are responsible for:

- Collating and recording registration and attendance information
- Taking and recording messages from parents regarding absence
- Contacting parents of absent children where no parental contact has been received by 9.30am
- Recording details of children who arrive late or go home
- Keeping an overview of class and individual attendance looking particularly for either poor overall attendance, anomalies in patterns of attendance and/or unusual explanations for attendance offered by children and their parents/carers. Concerns are reported to the Teacher / Senior Leadership Teacher / Deputy Headteacher or Headteacher, depending on the severity of the problem and any previous actions.

Parents/Carers

Parents/Carers are responsible for:

- Ensuring that their child attends school regularly and punctually unless prevented from doing so by illness or attendance at a medical appointment
- Contacting the school office before 9.00am on the first morning of absence and daily thereafter, with a full explanation of the reason for the absence.

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- Informing the school in advance of any medical appointments in school time. We encourage parents to make medical and dental appointments out of school hours/term time where possible.
- Making requests for authorised absence in term time must be made in advance (at least 14 days where possible), in writing, using the school 'leave of absence form' (available from the school office) and only if absolutely necessary as these are not automatically authorised.
- Talking to the school as soon as possible about any child's reluctance to come to school so that problems can be quickly identified and dealt with
- Be honest about the reason for absence including if you are on holiday

Recording attendance

We will keep an attendance register on Tapestry, and place all pupils onto this register. We will take our attendance register at the start of each school day and at the start of each afternoon session (Swans) using the national register codes. (See Appendix 1). Any amendment to the electronic attendance register will include details of the original entry and an explanation as to why it was changed, the date of the change and the name of the person changing it.

We will keep every entry on the attendance register for 3 years after the date on which the entry was made.

Registration Procedures

For Swans - School starts at 9.00am. The register is also taken at the start of the afternoon session, which is at 12.00pm.

For Rainbows – Sessions start at 8.00am. There is flexibility of start time; until 9am for children over two years old, until 9.30am for children under two years old.

Punctuality

If a child arrives in school up to 30 minutes after their start time, the child will be marked as late. Registers close after 30 minutes and any child arriving after this time will be marked as absent – using code U. (Unless there is an authorised reason for this such as a medical appointment)

Children arriving late must come in to school through the school office and be signed in. Children attending medical appointments should still attend for part of the session if at all possible. Where there have been persistent incidents of lateness, parents/carers will be contacted to discuss our concerns and the school will provide opportunities for parents/carers to seek support and advice to address these issues.

Links to other policies

Safeguarding policy