



Horden Nursery School

Attendance Policy

Introduction

At Horden Nursery School, the attendance of all of our children is of vital importance. Although we recognise that attending nursery is not statutory, we hope to instil good habits in punctuality and attendance in children and their families to help them make the most of their education and the activities.

If children do not attend school regularly, their learning and overall development is fragmented, their acquisition of skills and knowledge is interrupted. Their educational achievements are potentially damaged and their development of personal and social skills affected.

Aim of the Policy

Our Attendance Policy aims to ensure liaison with parents / carers to promote the highest possible levels of regular attendance and thereby establish a foundation for all future learning. We aim to do this by re-enforcing positive messages with parents, explaining the adverse effects of nonattendance.

Principles

Our Attendance Policy is based on the following principles that:-

1. All of our children have the right to access education, and to achieve their maximum educational potential.
2. Good attendance will be best secured when all partners have clearly understood roles and responsibilities.
3. All partners need to work together actively to promote and support the fundamental importance of good attendance.
4. The parents / carers should be involved as key partners in securing regular school attendance.
5. Early identification, communication and action on attendance problems are critical in achieving successful outcomes.

Roles and Responsibilities

Parents

Under section 7 of the Education Act 1996, the responsibility for ensuring that children attend school lies with parents. It is vital therefore, that parents co-operate fully with our nursery and the Local Authority by complying with absence procedures adopted by our school and by making all reasonable efforts to ensure that their child / children attend punctually and regularly.

It is important that any difficulties are discussed with the school at an early stage, to enable support and assistance to be provided, as soon as possible. "Attendance is also substantially affected by what schools themselves do"

(HMI Education observed 13, attendance at school)

Registration

The law requires our school to maintain two registers - an admission register, which serves as a school roll - an attendance register

Marking the register. Attendance registers are completed during the Morning session and during the Afternoon session. They record attendance for AM, PM and two and a half day offers.

It is prescribed that children should be marked as either,

-present

-engaged in an approved educational activity, or absent.

The register must also show if the absence was authorised by the school or unauthorised. Authorised absences will be marked as Local Authority recommended M medical/ R reason / H holiday.

Security and Preservation of the Register

The register is a legal document and will be kept securely for a period of three years following the last entry. It may be needed for use in the legal proceedings and should be accurately and fully completed.

Removal of the Registered Pupils from the School Roll

Regulation 9 of the Education (pupil registration) Regulations 1995 as amended specifies the grounds for the removal from the school roll of pupils of compulsory school age.

Reporting Absence to the Local Authority or other Bodies

Our school will make information available to the Local Authority when requested concerning attendance.

If we have a child who has been absent for a period of over three weeks and we are unable to contact the family, we will consider contacting other agencies. These agencies may include Health Visitor, First Contact Service or the Police. Every attempt will be made to locate the whereabouts of the child.

Absence Procedures

- Staff will maintain admission and attendance registers. Absenteeism will be recorded (using the appropriate Local Authority codes) and monitored.
- Advice to parents about our approach to absenteeism and lateness is issued to parents via the school booklet, communicated through home visits and reaffirmed when appropriate.
- Parents will be asked to telephone or to give verbal reasons for absences or lateness on the first day or at the earliest opportunity.
- Staff will follow up on the first day of absence if the parent has not contacted school. Parents will then be contacted by telephone.
- Persistent single day absences will be addressed by phone or letter.
- An absence of more than three weeks will be monitored by phone or letter.
- The head teacher will liaise with primary schools if we have any concern about lateness or attendance.
- We will encourage parents to take family vacations during the school holidays, but if this is not possible, parents will be asked to inform the school office of the dates.

Head Teacher- Natalie Parkinson

Chair of Governors- Jane Long

Date- Autumn Term 2025

Review- Autumn Term 2026