

# Ronald Openshaw Nursery Education Centre



## ATTENDANCE POLICY February 2018

Approved by Governors

Agreed by:.....

Chair of Governors:..... Date:.....

Minute ref:.....

Head Teacher:..... Date:.....

## **1. Introduction**

Regular attendance to the school / setting is extremely important. Research has shown that improved attendance is closely linked to improved outcomes for children. OFSTED recommend this should be 98% at least.

Non-attendance has been shown to be habitual and the earlier good habits are embedded the better.

## **2. Aims and objectives**

The aim of this policy is to set out the procedures we follow in the event of a child being absent from our school.

The objective of this policy is for all staff and parents / carers to understand the importance of regular attendance.

## **3. Attendance**

3.1 Attendance data is monitored at the end of every half term.

3.2 Those children with 100% attendance will receive an Attendance Certificate to celebrate this excellent achievement.

## **4. Non-Attendance**

4.1 When a child is absent from our setting for any reason, parents are requested to call by 9.30am (morning children) or 1.00pm (afternoon children) to let us know as soon as possible. We then record on the attendance register when and why the child is absent (e.g. sickness, holiday)

4.2 If we have not heard from parents / carers by 9.30am or 1.00pm we will contact parents / carers, using the contact details and emergency contacts we have been provided with, to try and establish why their child is absent.

4.3 If we are concerned about the welfare of a child we reserve the right to contact social services.

4.4 Where fees are payable, these remain due during periods of absence, unless alternative arrangements have been agreed.

4.5 We encourage good attendance and strongly advise that parents / carers do not take their children on holiday during term time.

4.6 If a holiday is planned during term time parents / carers must request us to approve leave of absence for their child

- 4.7 Parents / carers must advise us in advance if their child will be absent for example, if they are having an operation, so we can record this on our register.
- 4.8 Attendance data is monitored at the end of every half term
- 4.9 All children with less than 85% attendance will be subject to further monitoring and, of these, parents of children with any 'unauthorised absences' will be given letter 1 and invited to account for this
- 4.10 Failure to respond to letter 1 within 4 weeks will result in letter 2 being issued
- 4.11 In the unlikely event that there is still no response by the end of the term letter 3 will be issued and the place withdrawn.

## **5. Appeals**

- 5.1 It is hoped that, in most cases, the open dialogue between staff and parents will resolve attendance issues satisfactorily.
- 5.2 The issuing of letters 1 & 2 is a strategy to engage parents in dialogue when direct contact has been unsuccessful
- 5.3 In the unlikely event of placement withdrawal parents may appeal against this decision by putting their concerns in writing to the Head Teacher, within 28 days of the date of letter 3.

## **6. Monitoring and review**

- 6.1 There will be on-going monitoring of this policy as some aspects may require amending / updating before the review date should there be any incidents which take place relating to it that give cause for concern.

Appendix 1

Letter 1



**Head Teacher**  
**Mrs. Alison V Lentz**

**Email:** [info@ronaldopenshaw.newham.sch.uk](mailto:info@ronaldopenshaw.newham.sch.uk)  
**Web Site:** [www.ronaldopenshaw.newham.sch.uk](http://www.ronaldopenshaw.newham.sch.uk)



**Ronald Openshaw Nursery Education Centre**  
Henniker Road  
Stratford  
E15 1JP

**Tel No:** 020 8534 6196  
**Fax No:** 020 8534 5600

Date: .....

Dear Parent/Carer,

We review children's attendance every half term.

It has come to my attention that your child.....  
has attended only ..... % of the sessions offered. OFSTED recommends  
this should be 98%.

Poor attendance has a huge impact on the progress made in the nursery  
and severely disadvantages children.

Please contact the nursery to discuss this issue. If the matter is not  
resolved satisfactorily the place may be withdrawn.

I look forward to hearing from you.  
Yours sincerely

Alison Lentz  
Head teacher

**Letter 2**



**Head Teacher**  
**Mrs. Alison V Lentz**

**Email:** [info@ronaldopenshaw.newham.sch.uk](mailto:info@ronaldopenshaw.newham.sch.uk)  
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**Tel No:** 020 8534 6196  
**Fax No:** 020 8534 5600

Date: .....

## **Attendance Concerns**

Dear Parent/Carer,

Further to the first letter of date ..... the issue regarding attendance has yet to be resolved satisfactorily.

Your child..... has attended only.....% of the sessions offered. OFSTED recommends this should be 98%.

Please contact the nursery to discuss this matter.

If this matter has not been resolved by ..... we will be withdrawing the placement and offering it to another family.

Yours sincerely

Alison Lentz  
Head teacher

**Letter 3**



**Head Teacher**  
**Mrs. Alison V Lentz**

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**Tel No:** 020 8534 6196  
**Fax No:** 020 8534 5600

Date: .....

Dear Parent/Carer,

Unfortunately, we have been unable to resolve the attendance issue concerning your child..... has attended only.....% of the sessions offered. OFSTED recommends this should be 98%.

This leaves us with no alternative but to withdraw the place from.....

I am very sorry to have to do this but it would be a waste of nursery resources to continue the placement with such a poor take up when children on our waiting list would make better use of the opportunity.

Yours sincerely

Alison Lentz  
Head teacher