

Ronald Openshaw Nursery Education Centre



ATTENDANCE POLICY

March 2022

Approved by Governors

Chair of Governors: Trudi Barnes

Signed:

Date:

Minute ref: Curriculum Committee

Head Teacher: Alison Lentz

Introduction

Regular attendance to the school / setting is extremely important. Research has shown that regular good 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.

Unfortunately, the Covid 19 Pandemic (2020-21) has resulted in partial closures and parents opting to keep their children safe at home. In light of this staff have developed an alternative learning opportunity comprising: itslearning platform, group Zoom calls and home learning packs designed to meet the individual needs of learners. If parents inform us they will be taking up these activities this will be regarded as active engagement and places will be kept open for those children for when they choose to return to nursery.

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.

Attendance

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

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

Non-Attendance

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, isolating)

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.

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

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

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

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

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.

Attendance data is monitored at the end of every half term:

- 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
- Failure to respond to letter 1 within 4 weeks will result in letter 2 being issued
- 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.

Appeals

It is hoped that, in most cases, the open dialogue between staff and parents will resolve attendance issues satisfactorily.

The issuing of letters 1 & 2 is a strategy to engage parents in dialogue when direct contact has been unsuccessful

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.

Monitoring and review

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:

Date:

Dear Parent/Carer,

Child's name	Period of time/Term dates	Attendance percentage

Just a reminder about the importance of good attendance patterns at nursery:

- OFSTED recommends that 98% attendance is the acceptable level
- Poor attendance has a huge impact on the progress made in the nursery and severely disadvantages children
- Please try to keep absences to a minimum and remember to inform us if your child is unwell
- Any extended absences, for reasons other than sickness, must be agreed in advance with the head teacher

We know you want the very best for your child and that we can count on your support.

Many thanks

Alison V. Lentz
Head Teacher

Appendix 2 - Letter 2

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 may need to withdraw the placement and offer it to another family.

Yours sincerely,

Alison Lentz
Head Teacher

Appendix 3 – Letter 3

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