

# HILLFIELDS



## Children's Centre & Nursery School

### Attendance and Punctuality Policy

Reviewed: May 2016

Next Review : September 2017

This policy was adopted by the Governing Body

Signed: \_\_\_\_\_ (Chair of Governors)

\_\_\_\_\_ (Headteacher)

Date: \_\_\_\_\_

## **Hillfields Children's Centre and Nursery School Attendance and Punctuality Policy**

The aims and objectives of our policy on attendance and punctuality are to enable maximum child attendance by encouraging parents to encourage their children to take full advantage of their educational and learning opportunities by regular and punctual attendance at Hillfields Children's Centre and Nursery School.

### **Aim**

Each child has the right to be educated and cared for and Hillfields Children's Centre and Nursery School acknowledges its responsibility to support children in matters of attendance.

### **Rational**

At Hillfields Children's Centre and Nursery School we accept that we offer non-statutory provision and that attendance is therefore not compulsory. However, we strive to ensure good attendance and to improve poor attendance. We are required by law to maintain records and to produce specified information on the attendance of pupils and are committed to improving attendance to raise pupil achievement.

We also strive to promote punctuality at the start and end of each session and address issues that arise. Poor attendance and punctuality are known to affect educational achievement and undermine the well-being of each child.

### **Objectives**

- To promote good attendance which is vital to educational achievement.
- To convey clearly to parents and pupils that:
  - Regular attendance is essential.
  - To ensure that your child settles, socialises and learns to their maximum potential it is important that they are prompt for the start of each session and picked up promptly at the end of each session
  - **Unauthorised absence is not acceptable.**
  - Unjustifiable absence will be investigated and may be recorded as unauthorised absence.
- To keep records of attendance which:
  - Provide accurate information on actual attendance to enable monitoring and evaluation of attendance rates.
  - Clearly distinguish between authorised and unauthorised absence.
  - Show lateness so that patterns may be addressed.
- To build on existing good practice that fosters a positive attitude to good attendance by:
  - Recognising and celebrating pupils who maintain 'excellent', 'good' and 'improving' attendance.
  - Sharing attendance figures with parents and carers through newsletters and the attendance display board
  - Responding rapidly to pupil absence
- To target attendance where it has been an issue and to set in place strategies to support improvement.
- To target persistent lateness where it has been an issue and to set in place techniques to ensure improvement.

### **We Seek to Achieve This By:**

- Encouraging positive attitudes to learning in pupils
- Working in partnership with parents and families
- Consistently implementing agreed policy and procedures

## **PROCEDURES**

### **Daily Registration**

- Registration will be completed within 15 minutes of the start time
- Registers of attendance will be kept, indicating clearly whether a child is present or absent
- Lateness will be recorded.

### **Unexplained Absence**

- A telephone call to establish the reason for non-attendance on the first day of absence if the parent does not contact Hillfields Children's Centre and Nursery School
- Follow-up telephone call for further or unexplained absence beyond 2 days
- A letter will be sent when contact cannot be made by telephone call or text message within 2 days
- A referral to Family Support for home visit when attendance is inconsistent or persistent

### **Lateness**

All children who arrive after 09.00 or 12.45 must enter Hillfields Children's Centre and Nursery School via the main entrance and sign in at the Reception desk.

To ensure that your child settles, socialises and learns to their maximum potential it is important that they are prompt for the start of each session and picked up promptly at the end of each session HOWEVER we would prefer a child to arrive late for their session rather than not at all – as is the case for those transporting siblings to other schools.

### **Uncollected Children**

- Parents or carers will be contacted by telephone five - ten minutes after agreed collection times
- A record will be kept of late collections
- Letters will be sent to parents who persistently arrive late to collect children after the 3<sup>rd</sup> occasion
- If children are not collected an hour after the end of the session or no contact can be made with a parent or emergency contact it is the responsibility of Hillfields Children's Centre and Nursery School to contact Children's Services

### **Leave of Absence**

You may apply for leave of absence for

- Holiday
- Religious observance
- A planned day trip where your child will miss their regular nursery session
- An appointment for your child

Where parents wish to apply for leave of absence the following procedure will be followed:

- A Leave of Absence Request Form should be obtained from the School Office, completed and returned there.
- For medical appointments please bring in the appointment letter or a card as evidence.
- Parents will be made aware that this should be done in advance of the intended leave of absence.

## **Monitoring Systems**

- Pupils' attendance patterns will be regularly monitored and any particular concern will be discussed with the parent or carer
- Letters will be sent out to parents if the pupils' attendance is below 90%
- Letters will be sent out to parents if the pupils' attendance is above 95% to celebrate their success
- Attendance will be discussed at learning reviews 3 times a year and reported in the preschool report

## **Removal from Roll**

- In the event continuous absence without parental contact a letter will be sent stating a date when their place will end
- The school will take pupils off the roll who fail to return to School within 10 school days of the agreed return where leave of absence has been authorised by the Headteacher; or after 20 days of unauthorised absence if leave of absence has not been agreed.

Appendix 1

Hillfields Children's Centre and Nursery School  
Request for leave of absence in term time

Dear Parent/ Carer

Thank you for informing us of your plans to take leave of absence. While your child is under five you do not need our permission. However it is important that you are aware that if your child is away for a period of more than 2 weeks we cannot guarantee that their nursery place will still be available upon your return.

We feel we should also point out to you that after your child's fifth birthday you MUST follow the attendance policy of the school your child is attending where requests for term time holidays are extremely unlikely to be authorised.

<b>Child's Name</b>		
<b>Area</b>		
<b>% Attendance</b>		
<b>Reason for request</b>	Holiday	Destination
	Religious Observance	
	Medical appointment	Please bring the appointment letter
<b>Dates of request</b>	<b>Date due back</b>	
<b>Number of days absence</b>		

Signed \_\_\_\_\_ Parent/Carer

Signed \_\_\_\_\_ Head of Nursery/ Learning Group Leader

Date: \_\_\_\_\_

## Appendix 2 – Below 90%

Date

Dear Parents of \_\_\_\_\_,

At Hillfields Children's Centre and Nursery School we are highly focused on the pursuit of excellent attendance. In order for your child to access the full curriculum, and give your child the best chance of success, they need to be encouraged to attend as close to 100% as is possible, barring legitimate illness.

As a school, we would like to take this opportunity to bring to you attention \_\_\_\_\_'s attendance. **He/she** only has a \_\_\_\_\_% attendance rate so far this year. This will not be tolerated once **he/she** starts compulsory full time education.

Poor attendance can seriously affect a child's

- Attainment at school
- Relationships with other children
- Confidence to attempt new work and work alongside others
- Good habits for life leading into the world of work

% attendance	Rate of Attendance	Equivalent School Missed
100% Excellent		Pupils should make at least expected progress and they will have the best start to their school career
Above 97% Very Good	6 days absent	Pupils should make at least expected progress and they will have the best start to their school career
95% Good	10 days absent	Pupils are likely to make at least expected progress and they will have a good start to their school career
90% Unsatisfactory	19 days absent	Pupils may fall behind in maths and literacy. It will be more difficult for them to achieve their expected progress
85% Cause for concern	29 days absent	Pupils are missing 6 weeks of school. To miss 1 half term will mean that they are unlikely to make expected progress
80% Schools can refer for support	1 day every week	Pupils are unlikely to be able to keep up with the learning. This is detrimental to their learning and progress

At this age the role played by parents is vital to support good attendance at school. Please try hard to support our school and your child's learning during the rest of this year to support them in their transition into compulsory full time education next year.

If you would like to discuss this further please make an appointment to see a member of staff.

Kind regards

Fiona Brinson  
Head of School

Appendix 3 – 95 – 100%

Date

Dear Parents of \_\_\_\_\_,

At Hillfields Children's Centre and Nursery School we are highly focused on the pursuit of excellent attendance.

As a school, we would like to take this opportunity to recognise the **fantastic** attendance of \_\_\_\_\_ who has attended \_\_\_\_\_% so far this year. This will set up **him/her** for a continuing good attendance record as **he/she** starts compulsory full time education.

Congratulations on \_\_\_\_\_'s attendance. It is in no small part due to the role played by parents and carers.

Thank you for supporting our school and your child's learning. It is highly appreciated.

Kind regards

Fiona Brinson  
Head of School

Appendix 4

Late collection record

Record started DD/MM/YY

Date	Child's name	Area	Time collected	Reason given

Appendix 5 – letter after 2 days of absence if a phone call or text message has not worked

9<sup>th</sup> May 2016

Dear XXXXX,

XXXXX has been absent from nursery for two days and we have not been able to contact you.

Please come into Hillfields Children's Centre and Nursery School or phone to let us know the reason for the absence.

If I we do not hear from you XXXXX will be taken off roll at Hillfields Nursery School after 20 days of absence.

With Regards

Fiona Brinson  
Head of School

Appendix 6 – letter after 20 days of non-attendance and no contact has been made

DATE

Dear XXXX,

Following the letter we sent to you about XXXX's attendance we have had no further contact so I am writing to confirm that we have taken XXXXX off roll at Hillfields Nursery School. If you wish to apply for a place again please do not hesitate to come and see us.

With regards,

Fiona Brinson  
Head of School

## Appendix 7 – Letter for parents after 3 late pick ups

DATE

Dear XXXX,

You have been late collecting XXXX on 3 occasions. The session finishes at **11.45/ 3.30**. It is important for XXXX's well-being that you are here promptly to collect **him/her**.

If you are finding it difficult to get to nursery for this time please make an appointment to come in and talk to me.

With regards,

Fiona Brinson  
Head of School