

Attendance Expectations

100% Outstanding

99% Excellent

97-98% Very good

95-96% Good

93-94% Satisfactory

Room for improvement

90-92% Unsatisfactory

This is below Government expectation for school

80-89% Poor

School will be monitoring and support will be given to raise levels of attendance

Below 80% Cause for concern

Children and Families worker referral

HILLFIELDS
Nursery School



Attendance & Punctuality

Attendance

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

We expect

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 will be made to establish the reason for non-attendance on the first day of absence if the parent does not contact Hillfields Nursery School
- Follow-up telephone call will be made 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 a home visit will be completed when attendance is inconsistent or persistent (below 80%)

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

Please note this will still be recorded as non-attendance and will affect your child's percentage attendance

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.

Punctuality

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 if you take a sibling to primary school please let us know, the sibling must be taken to school first.

Lateness

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

Uncollected Children

- Parents or carers will be contacted by telephone five 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 their child.

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 Nursery School to contact Children's Services