



# ATTENDANCE POLICY

<b>Date of Last Review:</b>	<b>November 2024</b>
<b>Date agreed by Governors:</b>	<b>November 2024</b>
<b>Date shared with all staff:</b>	
<b>Date of next review: reviewed every 3 years</b>	<b>November 2027</b>
<b>Origin/Author:</b>	<b>AWNS</b>
<b>Headteacher Signature</b>	<b>Gill Crowley</b>
<b>Chair of Governors Signature</b>	<b>Jo Rawlings</b>

## Rational

We are committed to providing an education of the highest quality for all our children. We believe for children to achieve their best they need to be in school consistently.

At Abbey Wood Nursery school we believe that children cannot learn if they are absent from school. Therefore, we aim to ensure that all our children take full advantage of the educational opportunities available to them and to raise standards by promoting regular attendance and punctuality of all our children.

Whilst recognising that attendance at AWNS is not statutory, we hope to instil good habits in punctuality and attendance in children and their families. Regular attendance is vital and is monitored and reported according to statutory regulations. Research has shown that attendance and attainment are directly related and therefore it is essential that children attend school every day.

### **AIMS**

- Children should attend nursery daily, we have high expectations of children's attendance, but recognise that when children first start school they can be susceptible to common illnesses as they build their immunity.
- The current AWNS target is 87% or better.
- To ensure all parents are aware of our attendance and punctuality expectations.
- To follow up all cases of persistent lateness.
- To create a culture where good attendance is valued and praised.

### **Punctuality Guidelines**

- Children are expected to be in the nursery at 9am for the morning session. There is some flexibility, as we understand that parents may have to take children to more than one school. Children will be marked as late at 9.15.
- Staff are expected to point out the need for arriving on time to ensure educational progress and the need for collecting on time to avoid: the distress of the child, to keep within legal ratio's, and to avoid inconveniencing staff e.g. lunch breaks/ attendance at meetings, staff's own childcare or other commitments outside nursery.
- Parents/carers of children, who are persistently late arriving or being collected, will be asked to meet with the Assistant Headteacher (AHT) or the Headteacher (HT).

### **Attendance guidelines**

- We talk to parents about the importance of attendance at home visits, parent's evenings, welcome sessions, newsletters and on the website.
- Registers of children's attendance are kept on the SIMS database and are updated weekly.
- All parents are expected to call in on their child's first day of absence.
- If a child is absent without notification from the parents, a member of the office staff will contact them to find out when we can expect them to return.

- Concerns about frequent or prolonged absence will be discussed with parents/carers and an attendance meeting will be held with the AHT or HT, the Children's centre may also be invited.
- If a child has diarrhoea or vomiting, then they need to be free of symptoms for 48 hours before returning to school.
- Home visits will be considered if attendance remains a concern.
- Children who are vulnerable or who have a protection plan will have attendance monitored daily and reported to the Designated Safeguarding Lead (DSL). Follow up action will depend on the plan.
- If the school is unable to make contact with a child's parents, and unable to reassure themselves that the child is attending another setting, or the whereabouts of the child, then we will work with the Children's centre and the Health Visitors to ensure the safety of the child before we off roll them.
- Attendance levels will be monitored and shared with the parents in the 'meet the teacher' meetings. Teachers will use the table below and share with parents as appropriate.
- In order to facilitate reporting by parents the school uses the 'Studybugs' app. The app supports the school to quickly understand patterns of attendance and the work with families to make any changes to support improved attendance.

Attendance percentage/ learning days lost per academic year	
98%	4 days
95%	10 days
90%	19 days
85%	29 days
80%	38 days
75%	48 days

### **Holidays/extended leave.**

- The school is unable to grant permission for extended leave/ holidays during term time.
- The Headteacher considers each application for term-time absence individually, taking into account the facts, circumstances and relevant context behind the request. A leave of absence application is granted entirely at the Headteacher's discretion.

### **Register Codes**

- We use standard school register codes to identify the reason for absence. See appendix 1.
- The codes enable the Senior Leadership and Key Persons to know how best to support individual children with persistent absence.

### **Analysis**

- Attendance and punctuality is reported to the governing body.
- The Senior leadership team and office staff review the data regularly and decide on the actions to be taken.

## Appendix 1

### Register codes used at Abbey Wood Nursery School;

/	Present AM
\	Present PM
B	Attending any other approved educational activities
C	Other authorised circumstances
C2	Leave of absence – part-time timetable
I	Illness
L	Late Before reg closed
M	Medical/Dental appointments
N	No reason yet provided
O	Absent in other or unknown circumstances
P	Participating in a sporting activity
R	Religious observance
V	Attending an educational visit or trip
X	Non-compulsory school age absence
#	School closed to pupils and staff
-	All should attend / No mark recorded

## Appendix 2

### Attendance flow chart

