



ATTENDANCE POLICY AND PROCEDURES

All children are encouraged to attend daily, regularly and on time. The school believes that good and consistent attendance will support children's learning and development, confidence and well-being.

Our attendance policy is outlined in the school brochure and is discussed with parents during:

- Home Visits
- Open days
- Induction period
- Family conferences
- Statutory meetings

Reminders are regularly placed on the centre's plasma screen, newsletters, parent app and website.

Parental concerns:

All concerns will be discussed individually with the parent.

If a family is struggling with attendance and/or punctuality they may be offered additional support by our Family Support Worker or through an Early Help referral to the Child and Family Wellbeing Service.

Absence procedures

- 1) Parents inform Centre of an absence - recorded in office diary and Nursery class informed. (this can be done by phone or Parent App)
- 2) For unknown absences, the class teacher informs admin team of absences (once register is closed – Register closes **30 mins** after session start time at 9.30 and 1.30) Office will **ParentApp message** parents asking for them to inform the Centre of reason for child's absence.
- 3) If a child is absent for a second day and the Centre has not been informed of the reason, the office will telephone the family to enquire about the child and will informally discuss a return date and record in absence diary (held in main office).
- 4) On the third day if no contact has been established the admin team will record on CPoms and alert the class teacher and headteacher.
Headteacher to allocate either class teacher or family support worker to attempt to make contact first via phone and if unsuccessful via a home visit.
- 5) If absence exceeds **two** weeks without contact or notification the Headteacher will send a letter to the family advising that their child will be removed from roll unless we hear back by a specified date.
- 6) Headteacher to contact Health professionals.
Headteacher will inform School Access team.
- 7) If no contact, Headteacher to contact School Access to inform them that place has been withdrawn / off roll form completed
- 8) Head offers the place to next child on the waiting list.

Sporadic absence

- 1) Key worker and nursery teacher to monitor absence pattern.
- 2) Request attendance print out from Admin Team.
- 3) Class teacher to organise informal meeting with family to discuss

- 4) If absence continues – discuss with Headteacher, agree a fixed monitoring procedure, discuss support via Family Support Worker (or CFW if an Early Help Plan is open at level 3 or above)
- 5) Review on a monthly basis

Late arrival / Early pick up

A late mark will be recorded if a child arrives after register closes – 30 mins after session begins

Children will not be able to come in during group time 9.20-9.45 / 1.10-1.30 and parents will be asked to wait with them in Reception

- 1) Key worker to discuss with Nursery teacher
- 2) Class teacher discussion with parent to discuss punctuality. Agree appropriate action.
- 3) Inform Headteacher

Good attendance

A traffic light system is in place to record termly attendance.

At the end of autumn, and spring terms, a letter will go out to parents highlighting their child's attendance percentage.

Red highlighted attendance - teacher to speak to parents about the importance of regular attendance.

Attendance over 95% is rewarded with a £5 voucher.

Attendance Percentages will be discussed at each termly parent conference.

At the end of the summer term, the Academic Year's attendance figures will be calculated and put on individual transitional records to school.

APPENDIX 1: PROCEDURAL FLOW CHART

