WINGATE COMMUNITY NURSERY SCHOOL

**ATTENDANCE POLICY**

Whilst attendance at Nursery is not statutory, it is of crucial importance to us and we trust that it will be as important to our parents and families, wanting the very best for their children. Regular, punctual attendance at our school will give children the very best chances to achieve and be successful not only in education, but also in life.

Children are expected to attend regularly unless there is a legitimate reason for not attending e.g. because of illness. Parents are asked to inform the school of any intended pre-planned absence. They are also asked to phone the school if their child is not attending, giving a full explanation and a possible predicted date for return.

**Our Procedure for checking unexplained absence is as follows;**

**On day 1**

If a child is absent without explanation or a phone call, the school administrator will contact parents by telephone to find out why they are not in school. If nobody answers the phone, a voice message will be left asking them to ring school that day to explain why their child is absent. If by the end of the day, the family haven’t returned our call, the school administrator will inform the child’s key person, who will then decide whether or not to ring again that day or wait to see if the child comes to school the following day.

**On day 2**

If the child returns to school the following day, the key person will ask the parent to inform the school administrator, so that the reason for absence can be logged.

If the child does not come to school, the school administrator will repeat the procedure from day 1.

**On day 3**

If absence persists for longer than 3 days, the Headteacher will contact the family either by phone call or by letter, or both, to try to establish the reason for absence.

The Health Visitor may be contacted if the Headteacher feels that there may be a cause for concern. Where a Social Worker is involved with the family, he/she will be contacted.

Persistent single day absences will be addressed by phone or letter.

If, following our attempts to make contact, there is no legitimate reason for absence and the child still fails to attend Nursery, parents will be contacted again, in an attempt to make every effort to get the child back to nursery and support the family. If all else fails, the child continues to be absent and parents have no legitimate reason, then they will be informed in writing that they risk forfeiting their child's place if the absence continues. If there is no response within the following week, a final letter will inform parents that the place has been given to the next child on the Waiting List.

The headteacher will liaise with local schools if the family has older siblings in primary/secondary education in case there are issues we are unaware of.

If a child is absent for a prolonged period of time due to illness or maybe an accident, a member of staff will keep in regular contact with the family to maintain positive home – school links.

We will encourage parents to take family vacations during the school holidays, but if this is not possible, parents will be asked to inform the school office of the dates – preferably in writing.

Children must be brought to and be collected from Nursery by a known adult over the age of 18 years, unless the family have completed a consent form to identify the younger person. (Consent form can be found in our Arrival and Departure Policy)

Latest Review; September 2023

Next Review: September 2025