

**John Randall Primary School and Nursery**

**Nursery Attendance Policy**

**Rationale**

Whilst recognising that attending nursery is non-statutory, we aim to promote full attendance for all of our children. School attendance and punctuality are crucial in ensuring that children get the most from their education. Good attendance habits established from a young age are developed for life.

**Aims**

**To encourage parents/ carers to bring their child for every session, therefore promoting good attendance and punctuality.**

**Procedures:**

- Staff will maintain admission and attendance registers. Absences will be recorded using the LA codes and attendance will be monitored.
- Advice to parents/ carers about our approach to attendance and punctuality is issued via our nursery prospectus and discussed during our home visit. Details are published on the school website.
- Parents are asked to telephone the school to give reasons for absences or lateness at the earliest opportunity.
- If a child is absent and the school have not received a phone call explaining this absence a text will be sent out to parents/ carers requesting them to contact the school.
- In cases where no reason is given or the reason given for an absence is unacceptable, the head teacher may deem the absence to be 'unauthorised'.
- The school monitors all absences and in cases where absence is frequent or there is a pattern of regular or unauthorised absence, parents will be contacted by phone or letter.
- Parents/ carers must inform the school if the family is moving or if they intend to withdraw their child from nursery.
- An absence of more than three weeks will be monitored by phone or letter, and the child may be removed from the school register.
- The school will encourage parents/ carers to take holidays during the school holidays, but if this is not possible parents will be asked to fill in a holiday form informing the school of the dates of absence.
- In cases of frequent lateness parents will be contacted by phone or letter.

We celebrate good attendance and punctuality.

**I have read the attendance policy and agree to the terms.**

**Signed:** \_\_\_\_\_

**Childs name:** \_\_\_\_\_

