



...With full Day Care and Family Services

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Head Teacher & Director of Child Care -
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PINXTON NURSERY SCHOOL

Attendance Policy

Aims

- To achieve good attendance and punctuality for each child
- To encourage parents to appreciate the value of regular attendance and punctuality and realise its effect on their children's education and attainment
- To support the family of schools in maintaining excellent attendance across all the schools in Pinxton and South Normanton
- To maintain the safety and well-being of all children
- To ensure that families are supported to maintain excellent attendance

Objectives

- To raise awareness about the importance of good timekeeping and regular attendance
- To establish good habits prior to statutory education
- To enable our families to realise the impact good attendance and punctuality have on education and attainment

Procedures

1. Attendance monitored in school
2. We ask parents to phone school on the first day of an absence. At this point the person receiving the call completes an absence slip or recorded on RM.
3. If a message is not received, the teacher informs the school business officer of non-attendance. The school business officer or nursery teacher will contact the parents to identify why they are absent from school.
4. Attendance is monitored by the head teacher, if a pattern or concern is spotted the head teacher will speak to the parents, this includes late arrival. This will be recorded on My Concern.
5. On day 4 of non-attendance and no contact with parents referral and contact made to MAT/ Social Care / Health visitor
6. Good attendance is recognised as an achievement in its own right. Any pupil who attends without any absences for 98%-100% of the school term is awarded an attendance certificate at the end of each term.
7. The special position of Traveller and Showman families is recognised by the law, which protects Traveller and Showman parents from conviction, if the parent can demonstrate – the child has attended as regularly as his/her trade permits, and on at least 200 half days during the previous 12 months. Traveller and Showman children may be dually registered which travelling. The school holds the place open and records the absence as authorised. (T)
8. Whenever possible parents are encouraged not to take a leave of absence in term time.

Monitoring

- Attendance and timekeeping are closely monitored by the team through daily registers
- Attendance data is analysed termly.
- Low-key concerns about non-attendance are dealt with by staff on a daily basis communicating with parents/carers informally with the emphasis on ensuring that we are working together to minimise the impact of poor attendance and punctuality on the progress and development of the child.
- The teacher on RM. marks the children in on entry to the school.
- Absent children are reported immediately to the SBM, who will explain the child's absence if known or they will contact parents to find out why they have not attended.
- Parents/person on the collection sheet must only collect the child from nursery. If the person collecting is not named on the collection sheet, then parents will be contacted before the child is released, to check the identity of those collecting
- If the collector changes and the staff have not met this person on a previous occasion, the parent will be asked to provide a description of the person and a password.
- If attendance is below 90% support will be offered to parents through the school early help support.
- If attendance does not improve and it is less than 70% for two Derbyshire terms, and unless extenuating circumstances then the nursery has the right to rescind the child's place and offer it to another child.

In the event of a child not being picked up on, time:

If a child is still waiting up to 10 minutes after collection time, contacts on the collection sheets are to be called in order completed on the form by parents until someone agrees to come and pick up the child.

If no contacts are available and it is one hour after collection time Starting point and the police will be contacted.

Role of the Head teacher and Governing Body

- The Governors have overall responsibility for the Attendance Policy
- The Head teacher has the responsibility for ensuring this policy is undertaken and for recommending changes in the policy to the Governors. This is done on consultation with the senior leadership team
- The Head teacher has responsibility for organising the partnership with parents and for informing them of the Nursery Schools policy. This initially by induction visits, newsletters and also included in the Nursery Booklet
- The Head teacher tries to work with families to resolve any poor patterns of attendance. If it is deemed necessary, a referral will be made for Early Help.
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Role of the Nursery Teacher

- The teacher takes the register in the morning and afternoon
- The teacher should inform the School business Officer and Head teacher of any concerns of a child absence pattern or that the child is absent with no information.

Role of the School Business Officer

- The School Business Officer monitors the attendance levels of all pupils and liaises with the head teacher over actions
- The School business officer will telephone on the morning of first absence if parents have not advised.
- The School Business officer calculates the overall attendance for each child on a termly basis.

The Nursery School seeks to involve parents at an early stage so that with sensitive intervention and working in partnership, attendance can be improved.

Home School Agreement

Parents are expected to:

- Notify the school when a child is absent
- Notify nursery prior to any planned an absence from school

Parents are notified of the expectations of the school when they have the initial home visit. These expectations are:

- Punctuality
- Regular attendance, or a place may be rescinded
- Immediate notification when a child is to be absent
- That they provide us with at least 4 contact (including both parents, where possible)

Date: Adopted May 2019

Review: 2020 , March 2022

Chair of Governors – Nikki Brownbridge

Version/ Issue	Date	Author	Reason for change
	March 22	Jayne Alllton	Monitoring and late collection added.