



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

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.

A copy of any attendance agreement should be kept in the attendance file signed by Class Teacher / Headteacher.

If a family is struggling with attendance and/or punctuality they may be offered additional support 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)
Office will **text** 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 class teacher or key worker will telephone the family to enquire about the child and will informally discuss a return date and complete and absence log.
(Absence file in main office).
- 4) Classteacher / Keyworker to continue to telephone on a daily basis if no contact is made.
Continue to complete absence log.
- 5) Nursery teachers to monitor registers on a weekly basis.
- 6) If absence exceeds **two** weeks without contact or notification the Head/Deputy will contact via telephone.
- 7) Headteacher to contact Health professionals.
Classteacher & HT to carry out home visit If no contact is made with the Centre within **three weeks** or if Centre is informed that family may have moved.
Headteacher will inform School Access team.
- 8) If there is over **four weeks** absence a letter will be sent informing the family that the place will be withdrawn if no contact is made
- 9) Contact School Access to inform them that place has been withdrawn / off roll form completed
- 10) 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 through CFW
- 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

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

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 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.

100% attendance - £10 book token & Certificate awarded for excellent attendance over the year.

95% and over - £5 book token & Certificate awarded for good attendance over the year.