

# KINGSWOOD NURSERY ATTENDANCE & PUNCTUALITY POLICY

Policy updated: April 2017  
Next review April 2019



**Kingswood Nursery School is a non-statutory provision for early years education. However, there is a proven link between attendance, punctuality and children's attainment. As part of our 'Home School Agreement' parents commit to bringing their child to school regularly and on time.**

Kingswood Nursery School is committed to promoting excellent levels of attendance and punctuality, enabling our pupils to take full advantage of the educational opportunities available to them.

## Regular attendance and punctuality are important because:

- Absence and lateness affects children's ability to participate and benefit from the curriculum.
- Children who arrive late disrupt the routine of the classroom and the work/progress of others.
- Poor attendance and punctuality may result in a child finding it difficult to settle, to become involved and to form social relationships.
- Regular attendance and punctuality help to instil good habits for the future and promote the development of a positive attitude towards school.

## **Strategies for Promoting Regular Attendance and Punctuality**

The importance of regular attendance and punctuality is stressed to parents through:

- Induction meeting with the Headteacher
- The nursery brochure
- Discussion with child's Key Person, informally and during Parent Consultations
- Attendance information sent to all Nursery parents termly
- Individual attendance letters sent to Nursery parents by the Headteacher informing parents if their child's absence is a cause for concern
- Good attendance is celebrated with certificates at least termly

The times and procedures for registration are made clear to parents and staff and these are followed consistently. Sessions start at 8.30am and 12.30pm. Children arriving after this time are recorded as 'late'. Staff constantly work to create an environment in which children and parents feel welcome, thus promoting regular attendance.

## **Procedures for following up absence**

- Staff note all absences, by using the appropriate symbol in the register.
- First day response procedures are followed for any child we are concerned about and whose parents have not already contacted the school.  
A staff member will telephone the parents/carers to enquire the reasons for the absence. Parents/carers are politely reminded of school policy and their responsibility to inform the school of the reasons for their child's absence.  
All notes from parents regarding a child's absence will be stored in the class registers.
- If a pupil is persistently late or absent the Headteacher will contact the parents/carers and invite them into school to discuss the issues and find ways forward.

## **RESPONSIBILITIES of the setting**

- Kingswood Early Years Centre is responsible for supporting the attendance of its pupils and for dealing with issues which may lead to non-attendance.
- We aim to work in partnership with parents.
- Kingswood Nursery class, as required by Hertfordshire Education Authority, will complete attendance registers twice a day, at the beginning of each school session.
- Kingswood Nursery class will differentiate in the registers between absence for medical reasons, holidays, authorised absences, un-authorised absences and children who have arrived late.
- Staff actively discourage lateness and registers close at 08:40 and at 12:40. Arrival after these times will be marked as 'late' and parents are asked to sign the 'late register' explaining the reason for the lateness.
- Poor attendance and punctuality will be followed up by the Headteacher.
- Prolonged absence without explanation may result in referral to Herts County Council.
- Poor attendance and punctuality information may be passed on to the child's next school as this can be a safeguarding concern.

## **RESPONSIBILITIES – Parents/Carers**

Parents are responsible for ensuring that their children have access to early education and to ensuring that their children attend regularly and punctually.

### **Parents should:**

- Ensure that their children arrive at school on time, properly dressed and ready to learn.
- Work with Kingswood Nursery School to resolve issues which may lead to non-attendance.
- Notify Kingswood Early years Centre by telephone or email if their child is absent, on the first day of absence [admin@kingswood.herts.sch.uk](mailto:admin@kingswood.herts.sch.uk)
- Try to avoid medical or dental appointments during school hours.
- Try to avoid taking holidays during term time

<b>Issue</b>	<b>Date</b>	<b>List of Changes</b>	<b>Approved by</b>	<b>Authorised by</b>
1	April 2015	<b>This policy is an updated version of an existing policy from April 2013. Information regarding referrals to HCC if there is a prolonged absence has been added, in relation to safeguarding responsibilities.</b>	Governing Body	Bernice Jackson - HT
2	April 2017	<b>Added information that ' Poor attendance and punctuality information may be passed on to the child's next school as this can be a safeguarding concern'.</b>	Governing Body	Bernice Jackson - HT