

Nursery Attendance and Punctuality Policy

'At Village Infants we believe every child has the right to the best possible education, and we know that good attendance is vital to achieving this'.

Good attendance helps children make good progress in their learning and enjoy happy and confident relations with others. If children are not at school this puts them at a disadvantage not only with their learning, which they have to catch up with but also with their friendships, self-esteem and confidence.

The school has a sensitive approach when supporting the attendance of pupils with medical conditions.

Nursery is where children begin their learning journey through school and where good habits of punctuality and attendance begin.

During a nursery session a child will begin to learn the rules and routines of school and social interaction. This will include turn taking, sharing, working on their own and in a group and listening to a teacher. They will be learning new skills and knowledge daily which will include early reading, writing and number skills.

Nursery is the foundation on which their school career rests. Please ensure your child does not miss any nursery session unless they are too ill to attend.

Our school attendance target for nursery children is 95% and although many children achieve this we have a significant proportion of children who are regularly unwell and miss one or more nursery sessions a week. Many of these children are off due to repeated sickness. In an effort to reduce these absences we have introduced the following procedures.

What if my child is unwell?

- If your child is unwell it is your responsibility to make a 'judgment call' and decide whether they are well enough to attend nursery. If you are concerned about your child's health but feel they are well enough to attend nursery then make the school aware of your concerns at the beginning of the session, and we will keep an eye on them. If your child is unwell during the session we will contact you to come and collect them.
- If you decide your child is not well enough to attend nursery you should inform the school office by 9am on the first day of your child's absence

The school office telephone number is: 0208 270 6589

- If your child continues to be absent you will be expected to contact the office each day to update them on your child's illness. If your child is in hospital or has a medical condition that requires your child to be absent from nursery for a period longer than a few days medical evidence may be requested to authorize your child's absence.

If your child's attendance falls below 95% during the current school year their absence may not be authorised unless medical evidence is provided.

Medical evidence must be in the form of at least one of the following:

- A medical appointment card
- A medical appointment letter
- A copy of a prescription with the name of the child and the date
- Medication with a chemist's label showing the name and the date
- An 'unfit for school' declaration or letter from your GP in the case of acute or prolonged illness
- A hospital discharge letter

What will happen if my child's absence is not authorised?

If your child's attendance falls below the nursery target of 95% during the current school year the following actions will be taken:

1. You will be sent an attendance warning letter informing you of your child's attendance and the school's concerns regarding this.

If your child's attendance improves no further action will be taken.

2. If your child's attendance does not improve you will be sent a further Attendance Warning Letter and your child's attendance will be closely monitored.

If your child's attendance improves no further action will be taken.

3. If there is still no improvement in your child's attendance you will be sent a letter inviting you to attend a Parent Panel Meeting to discuss your child's attendance and to complete an Attendance Action Plan in which we will agree how to best support your child in improving their attendance.

If your child's attendance improves no further action will be taken.

4. If your child's attendance continues to be a cause for concern we will consider taking away your child's nursery place.

Term Time Holiday

Amendments to The Education (Pupil Registration) Regulations which came into force on 1st September 2013 state that Headteachers '**may not grant any leave of absence during term time unless there are exceptional circumstances**'.

Headteachers are not expected to class term time family holidays as exceptional.

If you take your child on holiday during term time your child's absence will be recorded as unauthorised and may result in your child's nursery place being withdrawn.

Celebrating Good Attendance

At Village we are proud that many of our children have good attendance. In order to raise the children's awareness of the importance of good attendance and encourage children to want to come to nursery every day we have introduced the following reward to celebrate good attendance:

- Celebrate each groups weekly attendance. The group with best attendance looks after the Attendance Teddy for the week.