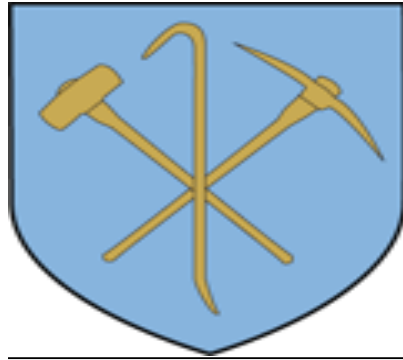


Headington Quarry Foundation Stage School



Attendance Policy Spring 2023

Chair of governors...*Churton*.....

Headteacher.....*NWilson*.....

Date for review: Spring 2025

Attendance Policy

Principles

Headington Quarry Foundation Stage School staff and governors recognise that nursery education is non-statutory and that attendance is not obligatory. However, nursery places are a valuable resource and it is expected that parents/carers will view their children's attendance as a serious commitment to ensure continuity for each child and to avoid wasting places, which could be used by others.

Children who attend nursery regularly are more secure and better able to engage with the learning environment.

Responsibilities of the School:

To provide positive messages to parents/carers about the importance of good attendance.

To keep records of attendance which clearly distinguish between authorized and unauthorized absence, show lateness so that patterns may be addressed and provide accurate information on actual attendance to enable monitoring and evaluation of attendance rates.

To recognise that poor attendance and/or punctuality could be a safeguarding issue and to respond in accordance with the Safeguarding Policy & Procedures. For children already known to services, poor attendance indicates that the child is at increased risk.

Staff should inform the Head teacher if they have concerns about a child's attendance or punctuality.

The Head teacher or staff should inform the Children's Social Care Assessment team if poor attendance indicates that the child's welfare could be in jeopardy.

To share attendance figures with parents and carers and to target attendance where it has been an issue and set in place strategies to support improvement.

Parents / Carers Responsibilities

To bring and collect their children promptly

Nursery children are very likely to have some absences due to their own illness or illness of other members of their families. When absence due to illness lasts more than two days we ask parents/carers to contact the school so that staff are kept informed, and contact the school again at regular intervals if the illness is prolonged.

Long-term unexplained absence

In the event of regular or long term absence due to circumstances other than illness the following procedure will be followed:

1. The key person discusses concerns with the Head teacher. The key person has informal discussion with the parents/carers and reports back to the Head.
2. In all cases of long term unexplained absence, the key person and Head teacher will consider whether the absence indicates a safeguarding risk. If safeguarding concerns are identified the school Safeguarding policy and procedures will be followed.
3. If a child is still regularly absent or has not returned to school: Headteacher writes to the parent/carer enclosing a copy of the policy and inviting them to come to school to discuss the matter
4. If the situation remains unresolved and the child is still frequently absent or has not returned then the Head will consult with the Chair of Governors and write to the parents/carers withdrawing the place. A copy of the letter is filed in the school office.

Systems to monitor attendance and punctuality

Any absence with no prior explanation will prompt a first day contact.

Systems to monitor attendance will include:

- A telephone call to establish the reason for non-attendance.
- Further follow up telephone calls if unexplained absences continue.
- A letter home when contact cannot be made by telephone call.
- A home visit when attendance is inconsistent.

Monitoring and evaluation of attendance data

Children's attendance patterns will be regularly scanned and any particular concern discussed with parent or carer.

Attendance figures will be shared with staff and the Governing body termly.

This policy links to the Safeguarding policy