

ATTENDANCE AND ABSENCE POLICY

Children should be at school, on time, every day that the school is open, unless the reason for the absence is unavoidable.

Parents are expected to inform school of an absence. The register closes 15 minutes after the required arrival time. Messages of absence from parents are passed to the key worker.

If a child is absent without an explanation for 2 days, office staff will contact parents to ascertain the reason for the absence. In some cases, absence on the first day will be followed up. If the child is known to Social Care, this service will be informed of the unauthorised absence. *Looked after children policy.

If this does not produce a satisfactory explanation, the manager will make contact, initially by telephone. If there is no contact after one week, a letter will be sent to the family. If necessary, an appointment will be made to discuss the matter. If after one month there has been no contact, the child's name will be removed from the register and the place allocated to another child on the waiting list. The Local Authority will be informed that the child has left the nursery.

Any problems with regular attendance are best sorted out between the school, the parents and the child. Children could sometimes be reluctant to attend school. If a child is reluctant to attend, it is never better to cover up their absence or to give in to pressure to excuse them from attending. This gives the impression that attendance does not matter and may make things worse. Cooperation between home and school is the best way to support children's well-being needs. Parents are expected to contact school at an early stage and to work with the staff in resolving any problems together.

Parents of children whose attendance is inconsistent and generally poor will be contacted by the manager and their future attendance monitored. If there is cause for concern, the health visiting service and/or Multi-agency Team may be contacted in order to ascertain if family support may be needed. In more urgent cases, social care may be contacted.

Although attendance at nursery is not statutory, authorised absence is only normally granted for emergency situations and medical appointments. All planned absences in term-time must be requested using the Leave of Absence Holiday Request Form. Holidays will be marked as such in the register holiday form. Holidays will be marked as such in the attendance register.

Repeated absence or unexplained absence should be monitored by staff as well as long absence after or before school break. (see safeguarding-FGM)

DATE:	REVIEW/READ BY:	SIGNATURE:
16/11/19	S NURUL H B S SAID	
