

Attendance Policy

Langley Moor Nursery School



Approved by:
S.Simon

Date: June 2023

Last reviewed on: June 2022

Next review due by:
June 2024

Langley Moor Nursery School Attendance Policy

Good attendance of all our children is very important to us. Although attending nursery is not statutory, regular attendance sets good habits in children for the future and helps them to make the most of their nursery experience.

Principles

1. All children have the right to access education as fully as possible in order to achieve their educational potential
2. Parents/carers are involved as key partners in securing regular attendance
3. We will seek to work with parents/carers to identify and overcome barriers to regular attendance

Reporting Absence to the Local Authority

Our nursery will make information available to the Local Authority when requested concerning attendance.

If we have a child who has been absent for a period of over three weeks and we are unable to contact the family, we will consider contacting other agencies. These agencies could include Health Visitor, First Contact or the Police.

Absence Procedure

Staff will maintain admission and attendance registers. Absenteeism will be recorded using the appropriate Local Authority codes and monitored.

Parents are requested to inform nursery by telephone or email of the reason for absence. Reasons for absence are recorded.

Persistent absence or low attendance will be addressed by the headteacher who will work the family to achieve better attendance. Attendance records, both individual and cohort, will be analysed on a weekly basis, with any actions to support attendance put in place as soon as possible. Any individual attendance of less than 90% will be reflected on, and potential barriers to improved attendance considered and removed if possible.

Attendance as a whole is monitored by the headteacher and reported to the Governing Body termly.

If family holidays are taken, parents are requested to inform the nursery of the dates.

This policy will be regularly reviewed in line with other school policies.

