

ATTENDANCE & PUNCTUALITY POLICY

St. Paul's Church Nursery School is a non-statutory provision for early years education. There is no legal requirement for children to attend non-statutory provision. However, there is a proven link between attendance and punctuality and children's attainment.

Regular attendance and punctuality are important because: -

- Absence and lateness affect pupils' ability to participate and benefit from the curriculum.
- Children who arrive late may disrupt the routine of the other children and may draw unwanted attention to the child arriving late.
- Poor attendance and time keeping may result in a child finding it difficult to settle or to become involved in play and social development.
- Regular attendance and punctuality may help to instill good habits and promote the development of a positive attitude towards nursery and school.

St Paul's Church Nursery School's Responsibilities

- The Nursery is responsible for communicating the times and procedures for arrival and departure. These are reinforced through correspondence, home-visits, and the settling in process.
- The Nursery is responsible for promoting regular attendance and punctuality.
- Parent Partnership is of paramount importance to us, and we encourage transparency and honesty for the child's and family's benefit.
- St. Paul's Nursery School is responsible for supporting the attendance of its pupils and for dealing with problems which may lead to non-attendance.
- Staff will complete attendance registers twice a day, at the beginning and end of each Nursery session.
- Staff will differentiate in the registers between absence for medical reasons and holidays and children who have arrived late.
- Poor attendance and timekeeping will be followed up and discussed with the carers as this may cause distress to the child.

Parent's Responsibilities

- Parents are responsible for ensuring that their children have access to early education and
- Parents are responsible for their children arriving for their allocated sessions on time, dressed appropriately and with a drink, healthy snack and lunch.
- Parents are encouraged to communicate with us and advise us of issues which may lead to non-attendance, so we can try to resolve them in partnership, with the child's wellbeing as the focal point.
- Parents must notify St. Paul's Church Nursery School (via telephone, text, email or Family) by 9.15 am. on each day that they are absent or if they are running late.

Procedures for following up absence

- If on the morning of a child's absence, we have not heard from a parent/carer by 10.30am we will attempt to call them or their emergency contact. If we have not been able to get hold of parents or no message has been left we will call 101 and request a welfare check by the Police.
- Staff note all confirmed absences, by using the appropriate symbol in the register.

- If a pupil is persistently late or absent the Head Teacher will contact parents and if this continues the Head Teacher will decide on the best course of action having discussed the issue with the Chair of the Management Committee.
- The Nursery is obliged to let Surrey County Council know of prolonged absence as this may affect the child's funding.

(please also refer to Uncollected and Late Children Policy)

This policy was adopted at a meeting of St. Paul's Church Nursery School Committee and is reviewed on a three-year cycle in line with the School Development Plan.

Signed on behalf of the Management Committee _____

Signed on behalf of the Nursery: _____ Date _____

Signed on behalf of the Management Committee _____

Signed on behalf of the Nursery: _____ Date _____

Review Date _____