

St Paul's Church Nursery School **Attendance & Punctuality Policy**

St.Paul's 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 affects pupils' ability to participate and benefit from the curriculum.
- . Children who arrive late disrupt the routine of the classroom and the work/progress of others.
- . Poor attendance and punctuality may result in a child finding it difficult to settle, to become involved and to form social relationships.
- . Regular attendance and punctuality may help to instil good habits and promotes the development of a positive attitude towards school.

RESPONSIBILITIES – St Paul's Church Nursery School

- . 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.
We aim to work in partnership with parents.
- . We will complete attendance registers twice a day, at the beginning of each Nursery session .
- . We will differentiate in the registers between absence for medical reasons and holidays and children who have arrived late.
- . Poor attendance and punctuality will be followed up, see procedures below.

RESPONSIBILITIES – Parents

Parents are responsible for ensuring that their children have access to early education and to ensuring that their children attend regularly and punctually.

Parents should:

- . Ensure that their children arrive at school on time, properly dressed and ready to learn.
- . Work with us to resolve issues which may lead to non-attendance.
- . Notify St.Paul's Nursery School by telephone if their child is absent, on the first day of absence.

Procedures for following up absence

- . Staff note all 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.

Strategies for Promoting Regular Attendance and Punctuality

The importance of regular attendance and punctuality is stressed to parents through:-

- . Induction meeting with the Headteacher,
- . The Nursery School Brochure,
- . Discussion with child's Key Worker, informally and during Parent Consultations.

The times and procedures for registration are made clear to parents and staff and are followed consistently.

Staff work continuously to create an environment in which parents and pupils feel welcome and want to be part of.

This Policy was agreed at a meeting of the Management Committee in the Autumn Term of 2012 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 _____

Review date _____