



## Attendance & Punctuality policy

*Reviewed & agreed: Children's Welfare and Equalities committee meeting 12.03.24  
Review every 3 years – March 2027*

Caverstede Nursery School views good attendance and punctuality as vitally important for the learning and well-being of children. Children who attend nursery regularly, arrive and are collected on time are more secure and better able to engage with the learning environment.

Whilst the legal requirement for attendance does not apply to children under 5, regular routines for young children support the settling in process and enhance their sense of security. They can also foster good habits for children's later life through to Primary School. Regular attendance is an excellent way for your child to get the best out of their Nursery experience and is an important life skill.

### PURPOSE

The purpose of this Policy is to set out the attendance and punctuality expectations of all parents/carers when they enrol their child at Caverstede Nursery School.

We expect all parents and carers to-

- ensure their child attends nursery from the allocated start date
- encourage regular nursery attendance
- ensure their child attends all the scheduled sessions booked at nursery
- ensure that their child arrives punctually
- ensure nursery is contacted when the child is not attending
- contact the nursery on each day of an absence
- contact the nursery in the event of any lateness
- contact the nursery regarding any issue that may keep their child off school

We aim to help parents/carers avoid absences and lateness for their children by creating enjoyable, fun, safe, caring and exciting opportunities for all children who attend the nursery, which will encourage children to want to attend the nursery on all their scheduled sessions. In turn we aim to create trusting and supportive relationships with all parents/carers so they feel secure in bringing their children to all their scheduled sessions.

### PROCEDURES

#### Attendance / Lateness:

- Nursery attendance is agreed by parents through the signing of the School Services Agreement (see Admissions Policy/Paperwork pack)
- The schedule for attendance is agreed in the School Services Agreement upon acceptance of a place at Caverstede Nursery School
- Registers in each session will be completed by the Nursery staff in each classroom

#### Non-Attendance:

- Children who have not attended their scheduled session will be marked as absent
- No refund will be given for non-attendance at fee paying sessions
- No carry over will be given for non-attendance at fee paying sessions for any reason
- Erratic non-attendance could affect government funding
- Frequent non-attendance could result in children losing their place at nursery
- Non-attendance and no communication from the family as to the reason will result in a phone call to the parent/carer
- If the Nursery is unable to make contact with the parent/carer through a phone call, other communication methods are used such as parentmail (email and text).
  - If no contact is made with the parent/carer(s), then other contacts held for the child contacted.
  - If still no contact, then 2 staff members will make a physical visit to the home address. If no contact made, a note detailing the visit is posted through the letter box.
  - If still no contact, police will be contacted to undertake a safe and well check.

#### Communicating Non-attendance:

- Parents/carers should call the school before their child's session start time if child will not be attending to inform the school, giving a reason for the absence
- Parents should telephone the school daily should the absence through illness extend to more than just one session.
- All communications to and from parents about absence will be documented in the school Attendance File
- Such documentation could be presented to the Local Authority (LA) or governors should non-attendance at Nursery become a problem
- Regular non-attendance that gives a cause for concern may be communicated to other agencies

#### Monitoring Attendance:

- Caverstede has a duty to report nursery attendance to the LA and the Governing Board
- Attendance numbers will be monitored daily
- All attendance figures will be stored by the school
- All absences will be documented and all absences will be followed up should they reach a level that impacts on the child

#### Punctuality (lateness):

- Nursery punctuality is agreed by parents through the signing of the Admissions Agreement (see Admissions Policy)
- Start times will be different according to the schedule agreed in the contract
- We define lateness as arriving 15 minutes after the designated start time of the session

#### Communicating Lateness:

- Parents/carers should call the school before their child's session start time to inform the school they will be late, giving a reason for the lateness and approximate time they expect to be at the Nursery
- All communications to and from parents about lateness will be documented in the Absence File
- Such documentation could be presented to the LA or governors should lateness at Nursery become a problem

#### Monitoring Lateness:

- Caverstede has a duty to report nursery attendance and punctuality to the LA and the governors
- All lateness figures will be stored by the school

#### Late Collections:

- Parents are late if they collect their child after the end of their child's session
- Late collections after the morning or afternoon session are charged at £10.00 per 15 minutes
- Late collections from Late Club are charged at £10.00 per 15 minutes. See School Services Agreement for terms and conditions of charges and payments.
- Parents are advised to call the school if they are going to be late in collecting their child from Nursery giving a reason for their lateness and an approximate time of arrival
- Late collections will be recorded in the Attendance File and monitored in the interests of safeguarding
- Regular lateness at the end of a session that gives a cause for concern may be communicated to other agencies.
- "The Non-collection of Children Policy" refers for any children not collected at the end of the day.

#### Holidays:

- All holidays are discouraged during Nursery term time. Parents/carers are advised to take holidays during the time when the Nursery is closed (see current term dates).
- Parents/carers need to complete a holiday form to request leave for a holiday. (Available at Reception)
- Holiday leave is granted at the Headteachers discretion and is not automatically authorised.

#### Sickness:

Some absences due to sickness will involve a child having longer off school. Where this occurs, it will still be recorded in the Attendance File and on the child's file.

- Parents/carers are encouraged to keep in regular contact with the Nursery throughout such a time.

- Some sicknesses will involve a quarantine period due to the nature of the sickness. The school will advise parents/carers of the time frame for this (e.g. chickenpox).
- Longer sickness absences may involve a resettling in procedure.

#### Changing Schools:

- Absences incurred will be recorded and passed on to the next educational establishment.
- Parents/carers are asked to wait to get a start date for their child's new setting before removing them to avoid unnecessary breaks in learning and play development for their child.

#### Understanding types of absence:

Every half-day absence from school has to be classified by the school (not by parents/carers) as either **AUTHORISED** or **UNAUTHORISED**. This is why information about the cause of any absence is always required.

**Authorised** absences are mornings or afternoons away from school for a good reason like illness, medical/dental appointments which unavoidably fall in school time, emergencies or other exceptional cause.

**Unauthorised** absences are those which the school does not consider reasonable and for which no "leave" has been authorised.

#### **RELATED DOCUMENTS**

All letters and templates attached to this policy and are located on the Caverstede shared drive

- Admissions Policy
- Parents Handbook
- School Services Agreement
- Current Term Dates
- The Non-Collection of Children Policy
- Safeguarding Policy