



Chelsea Open Air Nursery School  
**Attendance**

The policy above will be monitored and evaluated following the policy cycle at  
Chelsea Open Air

Date of establishment: 1998

Date of Last Review: 2019

Date of next Review: 2022

Approved by Governors on:

Signed on behalf of Chelsea Open Air Nursery School: \_\_\_\_\_

Signed on behalf of the Governing Body: \_\_\_\_\_

## **Attendance Policy**

### **Introduction**

We believe that regular attendance is a priority for this school community.

Lateness and irregular attendance undermines education not only of the individual child but also affects other children and adults.

It is the parents' responsibility to ensure their child attends school regularly and punctually. We should work in partnership with families to encourage, support and promote school attendance.

### **Responsibilities**

The framework is set by the Education Acts and once a child is registered at this school;

- parents have a duty to ensure that their child attends regularly and punctually i.e within the first 15minutes of registration
- the Local Authority has a duty to ensure parents carry out this responsibility
- the school has a legal duty to record attendance and absence of registered pupils according to the regulations
- the governing body has a duty to ensure that the school register is kept in accordance with regulations
- RBKC uses the RBKC ACE Team to support and encourage school attendance.

### **Keeping of Registers**

- The register is a legal, confidential document and may be requested in a court of law as evidence. It may also provide information on attendance in leaving reports
- We complete the register at the start of each session am and pm. A child is marked late if he/she arrives after the 15 minute registration period and must go first to the school office.
- Register information is recorded on the SIMs program

### **Absence from School**

- Parents should contact school on the first day of the child's absence to explain why and establish an expected date of return
- On return to school the parent should provide the school with an explanation for the absence.
- At COA the Administration Assistant, Headteacher or Keyworker will contact parents if an explanation of absence is not received on the first day of absence
- When a child is absent for 3 days without an explanation further investigation is made
- All notes and telephone calls should be dated, named and initialled by the staff member

who receives them. These should be kept in the register as they may be required for legal proceedings

- When explanations for absence are not satisfactory, or when absence persists, or in cases of persistent lateness parents should be invited to school to discuss any difficulties
- As a school we should be vigilant for longer term patterns of poor attendance and punctuality and use school procedures to address them. Records of all contacts with those parents should be kept in the register
- Absence due to illness or any other "unavoidable cause" must be in relation to the child only. Medical appointments should be accompanied by an appointment card
- In exceptional circumstances holidays of up to "two weeks leave of absence in any year" may be granted following application to the Headteacher but parents are discouraged from removing children during term time.
- Any absence for holidays without permission from the Headteacher must be recorded in the register as unauthorised and parents risk losing the child's place.

### **Encouraging and sustaining good attendance**

- As a school community we believe that children should attend nursery as punctually and regularly as possible in order to make the most of this very valuable and restricted educational resource
- Teaching staff are trained to complete the registers on an individual basis as need requires.

We aim to raise attendance to the highest level possible by:

- encouraging parents of children to attend regularly
- talking to families individually and encouraging them to discuss personal difficulties e.g. ill health, family tragedy, adverse family circumstances, so we can work together to improve attendance and punctuality
- challenging non-attendance plus poor punctuality in arrival and collection by letter when other methods fail
- discussion, to identify and support children "at risk" of developing attendance problems before transferring to primary school

### **Return after a period of non-attendance**

- We aim to welcome children and families back to school promoting a positive atmosphere irrespective of why they have been absent
- We use a gentle supportive approach to resettle the child.
- Giving extra structure and support in individual cases

### **Role of the RBKC ACE Team**

- COA is able to seek advice on attendance issues from the RBKC ACE Team.