



ATTENDANCE AND PUNCTUALITY POLICY

At Rida Early Years, we believe:

- Regular attendance and punctuality is essential if our children are to make the most of the educational opportunities available to them.
- Time is a very valuable and important concept which we need to nurture and develop within our children.
- The importance of regular attendance and being punctual needs to be impressed on our children as part of their preparation to be successful in their adult life.

We acknowledge that irregular and late attendance seriously disrupts continuity of learning, undermines educational progress, can lead to underachievement and low attainment, pupils suffer a loss of experiences that cannot be entirely regained and impedes the child's ability to develop friendship groups within the Nursery.

This policy seeks to ensure that all staffs and parents are aware of attendance and punctuality matters in the Nursery.

This policy will aim to raise and maintain levels of attendance by:

- Promoting a positive and welcoming atmosphere in which children feel safe, secure and valued;
- Raising awareness of the importance of good attendance and punctuality;
- Ensuring that attendance/punctuality is monitored effectively and reasons for absences/lateness are recorded promptly and consistently.

Parental Responsibility

Parents have the prime and legal responsibility to ensure that their children attend regularly and punctually.

Parents will:

- Provide up to date contact numbers and change of address
- Ensure that their child arrives at Nursery on time, with breakfast, and is appropriately dressed.
- Give a reason for any lateness;
- Offer a reason for any period of absence, preferably before the absence or on the first day of absence;
- Keep requests for absence to a minimum;
- Work closely with the Nursery to resolve any problems that may impede a child's attendance;
- Let the Nursery know in advance of family holidays.

School Responsibility

The Nursery will:

- Give high priority and positively support punctuality and regular attendance
- As a statutory responsibility record and monitor the punctuality and attendance of children for both the morning and afternoon sessions in the register of attendance.
- Do registration once at the start of the morning session and once at the start of the afternoon session.
- Record in the register whether a child is present or absent. If absent, record whether absence is authorised or unauthorised.
- Absences which are not notified by parents will be followed up by a phone call from school and if parents are unable to be contacted a home visit will take place to identify the reason of absence.
- Develop procedures that enable the school to identify, follow up and record unauthorised absences, patterns of absences with effective monitoring and intervention;
- Develop effective strategies to promote and maintain attendance and punctuality;
- Encourage open communication channels between home and school;
- Encourage children to have a positive attitude towards attendance and punctuality so that they can retain this into adult life.
- Adequately provide for pupils with difficulties

Strategies to encourage and maintain high standards of attendance and punctuality

- New parents are introduced and made aware of our attendance and punctuality policy
- Letters concerning poor attendance and punctuality are sent out
- Individual Parents will be called into school to meet with the Manager.
- Attendance certificates are awarded to children for full attendance
- Punctuality is promoted through class rules

Late arrivals and collections

The school times are:

Nursery

	Morning Session	Afternoon Session	
Start	8.30am	12.00pm	
Finish	11.30am	3.00pm	

Children don't enjoy being late or being left at the end of the day waiting for their parents/carers. Please be prompt in collecting them from the Nursery at the end of the day. If you are going to be delayed, please ring and let us know.

Recording

The Key person will do a register of who is present and absent.

Any late children will report to office where it will be recorded. All staffs need to be aware that any child arriving late MUST register at the office for purposes of fire regulations.

Reasons for absence may be offered verbally by phone. The Nursery will decide if it wishes to authorise the absence or record it as an unauthorised absence.

This decision will be made within the guidance set out in the 1996 Education Act which identifies the following reasons as acceptable reasons for an authorised absence:

- The child is ill or is prevented from attending by unavoidable cause;
- The child is absent on days exclusively set apart for religious observance;
- The child is absent 'with leave'. ie. leave being granted by the school, not by the parent.
- A reason for a period of absence is always required. The school will contact parents who have not offered a reason.

Monitoring

The management team will review the attendance of all the pupils on a termly basis and any pupils identified as a cause for concern having less than 80% attendance on a more regular basis. A letter will be sent to the parents of any pupil identified as having attendance problems informing them of the concerns and offering support to resolve any problems that may be impeding a child from attending. The pupil's attendance will be closely monitored and if after a two-week period there appears to be no improvement the parents of the pupil will be invited to a meeting with the Manager to discuss the issue and hopefully resolve any issues preventing the pupil from attending.

Requests for Leave of Absence

If parents wish to request a period of leave they are required to complete an absence permission form. If the request is denied, the school will inform the parent of the reason. Leave of absence will **not** be offered to pupils for family holidays except under special/ exceptional circumstances.