



St. Stephen's School
and Children's Centre
Learning for life

Nursery

Attendance and Punctuality Policy

	Date	By	Role	Ratified by	Date
Version 1	December 2010	Janet Mantey & Janet Patterson	Assistant head teachers	Governors	Dec 10
Version 2	February 2012	Janet Mantey	Deputy head teacher	Governors	Mar 12
Version 3	February 2015	Janet Mantey	Deputy head teacher	Governors	Mar 15
Version 4	January 2018	Janet Patterson & Rebecca Ross	Assistant Head Teacher & Family Support Worker		

St Stephen's Nursery Attendance and Punctuality Policy

St Stephen's Nursery recognises the need for every pupil on roll to attend every day, as long as they are fit and healthy enough to do so. We believe that good attendance is essential in giving a child the best opportunities for learning.

The nursery fully recognises the link between attendance and attainment.

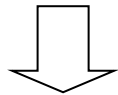
Aims and Guiding principles

- ❖ To successfully implement the nursery's attendance policy, the local authority policy and procedures.
 - ❖ To ensure children have a regular pattern of attendance and punctuality that will support levels of achievement in nursery.
 - ❖ To guide and support all partners on attendance issues.
 - ❖ To work towards attaining school attendance targets.
- To achieve and sustain high levels of attendance and attainment at St Stephen's.

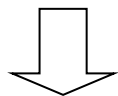
SCHOOL/GOVERNOR'S RESPONSIBILITY

School Procedures

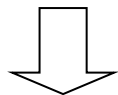
Every teacher is responsible for the registration of pupils at the beginning of each school session and to fill in absence reason.



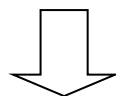
Nursery Family Support Worker (FSW) will telephone the parents of children who are absent and on the concern list.



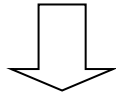
The FSW will log attendance and absence on the SIMS system.



The FSW will produce weekly class attendance summary posters for each class to display

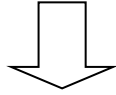


The FSW will monitor attendance figures weekly and send the report to the assistant head

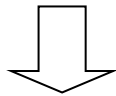


EACH HALF TERM:

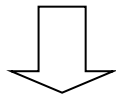
1st Letter sent by FSW: to parents of pupils with attendance below 90%. These families will be contacted by the FSW to find out if there is any support that can be given to improve the child's attendance. A meeting with the Health Visitor may be suggested.



2nd letter sent by the FSW: If no significant improvement is made a letter will be sent to request a meeting with the assistant head



3rd letter sent by the FSW to arrange a meeting with the head teacher.



Each term the admin officer will produce certificates for children with 100% attendance and those with 95% and above to be given out at the end of term.

LEADERSHIP PROCEDURE

1. The FSW will provide the assistant head teacher with the following reports monthly:

A total % attendance figure

Individual pupil data for below 95%

AHT to discuss with class teachers inform nursery clerk re: letter 1

AHT discuss with class teachers and issue letter 2

2. AHT to meet with parent and report back to class teachers and HT any issues

3. Head teacher and AHT to meet key parents (letter 3) and report to leadership.

In addition

- Class teachers will promote good attendance on a weekly basis by giving stickers to children who have attended every day.
- Each week posters will be displayed in classes recording the previous week's attendance of each class both morning and afternoon.

- To praise and promote good attendance with certificates at the end of each term for 100% attendance and over 95% attendance.
- Staff on Gate Duty monitor punctuality and speak to parents who are consistently late
- All staff will encourage children and parents concerning the importance of daily attendance/punctuality in relation to their overall attainment gains.
- The governing body at St Stephen's offer their full support in ensuring the schools attendance policy is carried out to the full.

PARENTAL RESPONSIBILITIES

Parents need to take the responsibility of their child's daily attendance and punctuality at St Stephen's Nursery.

Nursery morning session

9am-12pm

Nursery afternoon session

12.30pm-3.30pm

MANAGING EXCELLENT ATTENDANCE

Identifying and praising good attendance can play a major role in the improvement of the overall school attendance rate. At St Stephen's we celebrate and acknowledge this in a number of ways:-

- ✓ Praising the individual pupil
- ✓ Positive comments to the family
- ✓ Displaying weekly attendance chart in each room
- ✓ Written comments on parental reports
- ✓ Commending an improvement in attendance
- ✓ Termly certificates presented to pupils with 100% attendance and 95% and above
- ✓ Special certificates are given to those pupils who have 100 per cent attendance over the whole year

MANAGING NON ATTENDANCE/PERSISTENT LATENESS

Authorised absences

An absence is classified as authorised when a child has been away from school for a legitimate reason and the school has received notification from a parent or guardian in writing or through a telephone call.

Unauthorised Absence

An absence is classified as unauthorised when a child is away from school without permission of the school.

Extended Leave Procedure

- Parents request leave
- Parents to complete school form (see attached form)
- Nursery clerk to complete additional office details
- Nursery clerk to present to leadership for authorisation
- AHT to meet with parents if there are concerns

Punctuality

- AHT to monitor persistent lateness am/pm and meet with parents.

REPORTING AND WORKING WITH GOVERNORS

The school informs the *Governors* with a termly report on attendance, presented through the Head Teacher's Report to the *Governing Body*.

CRITERIA TO MEASURE SUCCESS

We are successful when:

- ✓ The termly and annual attendance percentage rate shows continual improvement in pupil attendance
- ✓ All staff successfully implement the agreed Nursery Attendance Policy and Procedures.
- ✓ We have raised the profile and importance of regular and punctual attendance within the local community (Pupils/Parents/Carers).