

Attendance Policy

Principles

Headington Quarry Foundation Stage School staff and governors recognise that nursery education is non-statutory and that attendance is not obligatory. However, nursery places are a valuable resource and it is expected that parents/carers will view their children's attendance as a serious commitment to ensure continuity for each child and to avoid wasting places, which could be used by others.

Children who attend nursery regularly are more secure and better able to engage with the learning environment.

Responsibilities of the School:

To provide positive messages to parents/carers about the importance of good attendance.

To recognise that poor attendance and/or punctuality could be a safeguarding issue and to respond in accordance with the Safeguarding Policy & Procedures. For children already known to services, poor attendance indicates that the child is at increased risk.

Staff should inform the Head teacher if they have concerns about a child's attendance or punctuality.

The Head teacher or staff should inform the Children's Social Care Assessment team if poor attendance indicates that the child's welfare could be in jeopardy.

Parents / Carers Responsibilities

To bring and collect their children promptly

Nursery children are very likely to have some absences due to their own illness or illness of other members of their families. When absence due to illness lasts more than two days we ask parents/carers to contact the school so that staff are kept informed, and contact the school again at regular intervals if the illness is prolonged.

Long-term unexplained absence

In the event of regular or long term absence due to circumstances other than illness the following procedure will be followed:

1. The key person discusses concerns with the Head teacher. The key person has informal discussion with the parents/carer and reports back to the Head.
2. In all cases of long term unexplained absence, the key person and Head teacher will consider whether the absence indicates a safeguarding risk. If safeguarding concerns are identified the school Safeguarding policy and procedures will be followed.
3. If a child is still regularly absent or has not returned to school: Headteacher writes to the parent/carer enclosing a copy of the policy and inviting them to come to school to discuss the matter
4. If the situation remains unresolved and the child is still frequently absent or has not returned then the Head will consult with the Chair of Governors and write to the parents/carer withdrawing the place. A copy of the letter is filed in the school office.

This policy links to the Safeguarding policy

Date of policy:

Chair of Governors:

Date of next review: Autumn 2017