



Learning to be a wonderful me

Policy for Managing Pupil Attendance



September 2023



In Dunclug Nursery School we are committed to providing a happy, safe and stimulating environment to support young children’s learning and development.

We recognise that the children in our care have individual interests, characteristics and needs and aim to enable each child to develop positive attitudes about themselves and towards their learning by –

- providing experiences that extend learning and challenge thinking
- maintaining positive relationships as a staff team, with our children, their parents, the community, the Board of Governors and other relevant agencies
- promoting the health and wellbeing of our staff, children and their families
- inspiring and developing all members of our school community

Managing Pupil Attendance

In Dunclug Nursery School we believe that regular attendance at our Nursery School gives every child the best opportunities to learn and develop in all areas.

We will strive to work in partnership with parents and other agencies, to promote an ethos and culture which encourages good attendance and where each pupil will feel happy and safe, thus fulfilling our mission statement.

The aims of this policy are -

- ✿ to improve/maintain the overall attendance of pupils at Dunclug Nursery School
- ✿ to develop a framework that defines roles and responsibilities in relation to attendance
- ✿ to provide advice, support and guidance to parents/carers and pupils

Role of the School

The Principal at Dunclug Nursery School has overall responsibility for school attendance; all staff should bring any concerns regarding school attendance to her attention. The Board of Governors provide support by reviewing school attendance figures and targets and ensuring it is placed as an agenda item at each meeting.

Teaching staff regularly monitor the attendance of pupils by ensuring that attendance is recorded at the beginning of each session.

Dunclug Nursery School is committed to working with parents to encourage regular and punctual attendance.

Role of Parent

Parents should endeavour to ensure that their child attends their Nursery Session, providing they are not unwell.

It is a parent's responsibility to inform the school of the reason for a pupil's absence on the first day of absence. If the absence is likely to be prolonged, this information should be provided to the Nursery School Staff.

Parents should try to drop children off as close to the beginning of their session as possible, in order to maximise the length of time their child can access the pre-school curriculum during their session times.

Procedure in relation to planned absence from school-

- ✂ If you know that your child will not be able to attend Nursery on a particular day, or will arrive late (perhaps as a result of a medical or other such appointment), please inform school in advance.

Procedure in relation to an unplanned absence from school-

- ✂ Dunclug Nursery School expects parents/carers to communicate any unplanned, unexpected absences by contacting the school directly on the first day of the absence (via phone or email).
- ✂ Parents/carers should regularly update Nursery about any extended absence and provide details of the reason for it. An extended absence is one that lasts, or is expected to last, for more than two days.
- ✂ In the event that their child is absent from Nursery because of a communicable childhood illness, please inform staff of the nature of the illness, so that the Principal may initiate the Nursery School's procedures relating to communicable diseases.
- ✂ In the event that there is no contact from the parents/carers regarding an unplanned, unexpected absence, Nursery will seek to make contact on the third day of the absence, where that absence continues into a third day without explanation.

Initial contact will be via phone. Where the absence continues and contact has not been successful, further contact will be attempted.

- ☛ If after one week of unplanned, unexplained absence, there has been no attempt by the parents/carers to contact Nursery and school has been unsuccessful in its efforts to contact the parents/carers, school will send a letter to the parents/carers. If there is concern about a child's welfare, we reserve the right to contact Social Services. The school may also seek external support and guidance from the Education Authority's Educational Welfare Service (EWS).
- ☛ If after one month, there has been no contact made with school and the absence remains unplanned and unexplained, Nursery may remove the child's name from the school register and offer the place to the next child on the school's waiting list (reference the school's Waiting List policy for further details on place allocations).

Should the school have a concern about a pupil's level or pattern of attendance, the Principal will seek to meet with parents/carers to discuss the issue and to explore any difficulties which may be preventing the child from attending school or materially interrupting that attendance.

At this meeting, the school may be able to offer strategies and support to help parents/carers ensure that the child's attendance will improve.