

Sandbrook Nursery School/



Sandbrook Nursery School Attendance Policy

Expectations

When taking a place in Sandbrook Nursery-

We expect that all children will-

- attend nursery from the allocated start date
- attend nursery punctually
- attend nursery appropriately prepared for the day.

We expect all parents and carers to-

- encourage regular nursery attendance
- ensure that their child arrives punctually and prepared
- ensure nursery is contacted when the child is not attending
- contact the nursery on the first day of absence
- contact the nursery regarding any issue that may keep their child off school

Encouraging attendance

Sandbrook Nursery encourages regular attendances in the following ways-

- by providing a caring and welcoming learning environment
- by responding promptly to a child's or parent's concern about the school or other children
- by celebrating good and improved attendances
- by monitoring all attendances, informing and arranging meetings with the family, and if necessary, liaising with the Health Visitor.

Leave of Absence

Any long or sustained leave of absence should be discussed with Principal. Each case will be treated individually, with the needs of the child paramount.

Responding to non-attendance /punctuality.

The school register opens at 9am and closes at 9.15am. If a child is not attending, the parent **MUST** contact the school as soon as possible. Unexplained and sustained unexplained absences will cause the Principal/Teacher to telephone the home. This will be followed up by a formal letter. Should the absences continue, the Principal will then liaise with the Health Visitor.

The parent will be given every opportunity to communicate with the school.

If attendance still continues to be unacceptably poor, without an adequate explanation and every reasonable step has been taken to ensure attendance by the school, then the Principal will refer the matter to the School Governors.

Changing Schools

It is important that if a family decide to move or change schools, that the Principal is informed in writing of the following details-

- The date the child will be leaving and starting the new school
- The address of the new school
- The new home address, if known
- Should a child be withdrawn from nursery and not attending another nursery, the Health Visitor will be informed

Attendance information will be reported annually to the Board of Governors.

Policy in line with Department of Education, ETI NI and Education Authority Guidelines.