

# BLIGH'S LANE NURSERY SCHOOL

## PUPIL ATTENDANCE POLICY



**Signed:** \_\_\_\_\_ (BOG Chair)

\_\_\_\_\_ (Principal)

**Date:** \_\_\_\_\_

**Review Due:** \_\_\_\_\_

## **Managing Pupil Attendance Policy**

### **Rationale**

By attending Nursery school regularly, children are gaining the best start in life. On acceptance of a full-time place at Bligh's Lane Nursery School, it is expected that all children will:

- commence school on the allocated start date and session time
- attend school punctually
- attend school regularly
- be absent from school for sickness reasons only
- attend school dressed in the correct uniform
- be collected on time, at the close of the Nursery session

Bligh's Lane Nursery School monitors attendance across the school and has a duty to address any attendance issues. Bligh's Lane Nursery School is committed to working in partnership with parents/carers to achieve the very best outcomes for all children and collaboration and engagement between home and school will be sought.

Matters pertaining to attendance and/or punctuality will be mentioned:

- When meeting new parents
- When a concern about attendance should arise
- In the monthly newsletters if the need arises
- In the Governor's annual report.

### **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**

- Bligh's Lane 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.
- 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.
- Upon return to school, parents/carers should speak to the class teacher and principal if necessary.
- In the event that there is no contact from the parent/carers regarding an unplanned unexpected absence, Nursery will seek to make contact on the second day of the absence, where that absence continues into the second day without explanation. Initial contact will be via phone. Where absence continues and contact has not been successful, further contact will be attempted on a daily basis and include contact to other numbers held on file for the child.

- In the event of the absence of a child who is known to social services, and from whom there has been no contact, we will seek to speak with the social worker on the first day of absence.
- 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. We will also seek advice from the Education Authority's Education Welfare Service.
- If after one month, there has been no contact made with school and the absence remains unplanned and unexplained, Nursery will remove the child's name from the school register and offer the place to the next child on the school's waiting list

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.

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. However, following this meeting and completion of any actions agreed at this meeting, should the child's pattern of attendance fail to improve, the school will seek external support from the Education Authority's Educational Welfare Service (EWS).

### **Monitoring and Evaluation**

The monitoring and evaluation of the effectiveness of this policy will be carried out on an on-going basis by the nursery staff and the Principal. Appropriate alterations will be made to this policy following review.