

Haven Nursery School

Attendance and Punctuality Statement

At Haven Nursery School we believe good attendance is essential if children are to be settled and take full advantage of the learning and development opportunities available to them. Continuity and consistency are important contributors to a child's well-being and progress, and we believe regular attendance and punctuality are important because:

- Absence and lateness affects pupils' ability to participate and benefit from the curriculum.
- Poor attendance and punctuality may result in a child finding it difficult to settle, to become involved and to form social relationships.
- Children who arrive late can disrupt the routine of the nursery.
- Regular attendance and punctuality help to instil good habits and promote the development of a positive attitude towards school.

Attendance information for all children is collated and monitored on a regular basis in line with safeguarding good practice. All parents/carers are asked to contact the Nursery on the first day of absence, stating the reason for their child's non attendance. Where parents do not contact the Nursery, a member of staff (usually the child's key person) will contact the family by telephone to find out the reason for the absence. If the child is known to Social Care, they will be informed of the unauthorised absence.

If after one week there has been no contact, the school will send a letter to the family to see if there are any problems preventing attendance, and offering to work with the family to overcome any barriers to their child accessing the nursery. After one month if there has been no contact, the child's name will be removed from the register and the place allocated to another child on the waiting list. The Local Authority will be informed that the child has left the nursery.