

Central Community and Ashgate Nursery Schools' Federation



Attendance at Nursery Policy

Date of Policy: March 2023

Date of Review: March 2024

Signed by:

[Signature]

Headteacher

23 March 23

Date:

C. Menick

Chair of governors

23 March 23

Date:

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1. Attendance Support Plan

Statement of intent

Central and Ashgate Nursery Schools' Federation believes that in order to facilitate teaching and learning, good attendance is essential. Pupils cannot achieve their full potential if they do not regularly attend school.

We are committed to:

- Safeguarding our children by monitoring their attendance
- Ensuring parents understand the importance of their children attending school
- Promoting and modelling good attendance behaviour.
- Ensuring equality and fairness of treatment for all.
- Implementing our policies in accordance with the Equality Act 2010.
- Early intervention and working with other agencies to ensure the health and safety of our pupils.
- Rewarding regular attendance.

2. Legal framework

1.1. This policy has due regard to legislation and statutory guidance, including, but not limited to, the following:

- Education Act 1996
- Equality Act 2010
- Education (Pupil Registration) (England) Regulations 2006 (As amended)
- Children (Performances and Activities) (England) Regulations 2014
- Children and Young Persons Act 1963
- DfE (2018) 'School attendance'
- DfE (2015) 'Child performance and activities licensing legislation in England'
- DfE (2022) 'Keeping children safe in education'
- DfE (2016) 'Children missing education'

1.2. This policy will be implemented in conjunction with the following school policies:

- Complaints Procedures Policy
- Behavioural Policy
- Children Missing Education Procedure

2. Roles and responsibilities

2.1. The governing body has overall responsibility for:

- The implementation of this policy.
- Ensuring that the attendance policy, as written, does not discriminate on any grounds, including, but not limited to, ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- Handling complaints regarding this policy as outlined in the school's Complaints Procedures Policy.
- Having regard to 'Keeping children safe in education' (2022) when making arrangements to safeguard and promote the welfare of children.
- Ensuring there is a Children Missing Education Procedure in place and that this is regularly reviewed and updated.

2.2. The headteacher is responsible for the day-to-day implementation and management of this policy and procedures of the school and distributing these to parents.

2.3. Staff, including teachers, support staff and volunteers, are responsible for:

- Following the This Policy and ensuring pupils/parents do so too. They are also responsible for ensuring this policy is implemented fairly and consistently.
- Modelling good attendance behaviour.
- Using their professional judgement and knowledge of individual pupils to inform decisions as to whether any welfare concerns should be escalated.

2.4. Parents are expected to take responsibility for the attendance of their child.

2.5. Parents are expected to promote good attendance behaviour and ensure that their child attends school every day.

3. Definitions

3.1. For the purpose of this policy, the school defines:

- **“Absence”** as:
 - Arrival at school after the register has closed.
 - Not attending school for any reason.
- An **“authorised absence”** as:
 - An absence for sickness for which the school has granted leave.
 - Medical or dental appointments which unavoidably fall during school time, for which the school has granted leave.
 - Religious or cultural observances for which the school has granted leave.
 - An absence due to a family emergency.
- An **“unauthorised absence”** as:
 - Parents keeping children off school without providing a reason.
 - Absence due to day trips and holidays in term-time which have not been agreed.

4. Training of staff

4.1. The school recognises that early intervention can prevent poor attendance. As such, teachers will receive training in identifying potentially at-risk pupils as part of their induction and refresher training.

4.2. Teachers and support staff will receive training on this policy as part of their induction.

4.3. Teachers and support staff will receive regular and ongoing training as part of their development.

5. Absence procedures

	Attendance	Response
1	Attended	<ul style="list-style-type: none"> Staff to mark child present on register
2	Parent has contacted school	<ul style="list-style-type: none"> Note on Integris Correct code on register
3	No contact made from parent Response when phoned	<ul style="list-style-type: none"> Note on Integris (Including who made contact and time of contact) Correct code on register
4	No contact made from parent No response when phoned	<ul style="list-style-type: none"> Phone all other contacts Send message via email and Tapestry Phone again an hour later (try withheld number 141) <ul style="list-style-type: none"> If a response is received by end of the session, follow level 3 If no response by end of the session, escalate to level 5 below
5	Unable to contact	<ul style="list-style-type: none"> Escalate to Family worker and SLT Record on CPoMs Conduct welfare visit where possible. <ul style="list-style-type: none"> If family seen, complete a CPoMs incident If family not seen or not contactable, escalate to police If nursery unable to complete a welfare visit, contact police If child is under social care, contact social worker or duty officer

6. Contact information

6.1. Parents are responsible for:

- Providing accurate and up-to-date contact details.
- Providing the school with more than one emergency contact number.
- Updating the school if their details change.

7. Attendance register

7.1. The designated staff members will take the attendance register at the start of each school day and at the start of the afternoon session. Registers will also be completed for any child attending the dawn or twilight sessions. These registers will record whether pupils are:

- Present.
- Absent.
- Attending an approved educational visit.
- Unable to attend due to exceptional circumstances.

7.2. The school will use the national attendance codes to ensure attendance and absence are monitored and recorded in a consistent way. The following codes will be used:

- / = Present in the morning
- \ = Present in the afternoon
- L = Late arrival before the register has closed
- C = Authorised absence
- E = Excluded but no alternative provision made
- H = Authorised holiday
- I = Illness
- M = Medical or dental appointments
- R = Religious observance
- B = Off-site education activity
- G = Unauthorised holiday
- O = Unauthorised absence
- U = Arrived after registration closed
- N = Reason not yet provided
- X = Not required to be in school
- T = Gypsy, Roma and Traveller absence
- V = Education visit or trip
- P = Participating in a supervised sporting activity
- D = Dual registered – at another educational establishment
- Y = Exceptional circumstances
- Z = Pupil not on admission register

7.1. When the school has planned in advance to be fully or partially closed, the code '#' will be used for the relevant pupils who are absent. This code will also be used to record year groups who are not due to attend because the school has set different term dates for different years, e.g. induction days.

7.2. All amendments made to the attendance register will include the original entry, the amended entry, the reason for the amendment, the date of amendment and the name and role of the person who made the amendment.

7.3. Every entry received into the attendance register will be preserved for three years.

8. Lateness

8.1. Pupils should be in their classroom within the first ten minutes of the start of their session.

8.2. Registers are marked as the children arrive.

8.3. The register closes at 9:30 and 1.30. Pupils will receive a mark of absence if they do not attend school before this time.

- 8.4. Pupils attending after 9:30 or 13.30 will receive a mark to show that they were on site, but this will count as a late mark.

9. Term-time leave

- 9.1. At Central and Ashgate Nursery Schools' Federation, our aim is to prepare pupils for their future lives and careers. With this in mind, we require parents to observe the school holidays as prescribed.
- 9.2. The headteacher is only allowed to grant a leave of absence in exceptional circumstances. Applications will be made in advance and the headteacher will be satisfied by the evidence which is presented, before authorising term-time leave. Parents are asked to complete a Leave of Absence form at the school office.
- 9.3. The headteacher will determine the amount of time a pupil can be away from school during term time. Any leave of absence is at the discretion of the headteacher.
- 9.4. Any requests for leave during term-time will be considered on an individual basis and the pupil's previous attendance record will be taken into account.

10. Missing children

- 10.1. The following procedures will be taken in the event of a pupil going missing whilst at school:
- The member of staff who has noticed the missing pupil will inform the headteacher immediately.
 - The office staff will also be informed as they will act as a point of contact for receiving information regarding the search.
 - A member of staff will stay with the rest of the class, and all other available members of staff will conduct a thorough search of the school premises as directed by the headteacher.
 - The following areas will be systematically searched:
 - All classrooms
 - All toilets
 - Changing rooms
 - Story group rooms
 - Any outbuildings/sheds
 - The school grounds

- Available staff will begin a search of the area immediately outside of the school premises and will take a mobile phone with them so they can be contacted.
 - If the pupil has not been found after 10 minutes, then the parents of the pupil will be notified.
 - The school will attempt to contact parents using the emergency contact numbers provided.
 - If the parents have had no contact from the pupil, and the emergency contacts list has been exhausted, the police will be contacted.
 - The missing pupil's teacher will fill in an incident form, describing all circumstances leading up to the pupil going missing.
- 10.2. If the missing pupil has an allocated social worker, is a LAC, or has any SEND, then the appropriate personnel will be informed.
- 10.3. When the pupil has been located, members of staff will care for and talk to the pupil to ensure they are safe and well.
- 10.4. The headteacher will take the appropriate action to ensure that pupils understand they must not leave the premises.
- 10.5. Parents and any other agencies will be informed immediately when the pupil has been located.
- 10.6. The headteacher will carry out a full investigation and will draw a conclusion as to how the incident occurred.
- 10.7. A written report will be produced, and policies and procedures will be reviewed in accordance with the outcome.

11. Religious observances

- 11.1. Parents are required to inform the school in advance if absences are required for days of religious observance.

12. Appointments

- 12.1. As far as possible, parents will attempt to book medical and dental appointments outside of school hours.
- 12.2. Where this is not possible a Leave of Absence form will be filled in at the school office.
- 12.3. If the appointment requires the pupil to leave during the school day, they will be signed out by a parent at the office.
- 12.4. Pupils will attend school before and after the appointment wherever possible.

13. Young carers

- 13.1. The school understands the difficulties that face young carers.
- 13.2. The school will endeavour to identify young carers at the earliest opportunity from enrolment at the school and throughout their time at the school.
- 13.3. The school takes a caring and flexible approach to the needs of young carers and each pupil will be examined on a case-by-case basis, involving other agencies if appropriate.

14. Rewarding good attendance

- 14.1. The school acknowledges 100 percent attendance and most improved attendance within each month.
- 14.2. Parents/carers are informed/ praised through the use of certificates, notes on Tapestry and phone calls.

15. Monitoring and review

- 15.1. Central and Ashgate Nursery Schools' Federation's attendance target is 85 percent.
- 15.2. The following monitoring timetable will be observed throughout the year. This will also be carried out as a monitoring exercise by SLT and Admin on a termly basis to aid identification and ensure policy and procedures are being followed.

Timeline	Integris Report	Cohorts	Reasons	Who
Weekly	Group absentee report	All students	Check safeguarding procedures	Head Family worker
Monthly	Registration Record	Attendance below 84% within that half term. Or at start of half term include previous half term.	To identify which response is needed for each child	Head Family worker
Termly	Attendance return	Vulnerable Groups for sharing with governors	Monitor if any vulnerable group requires additional input and to report to governors	Head Governors

% Attendance	Response
100 - 85	Good Recognise, reward and praise Tapestry post to parents – Half termly
84 - 75	Below average Action: Key worker make parent aware – face to face or telephone
74 - 65	Serious Concern Action: 1) Key worker/Family worker share individual absentee report 2) Initiate <i>Attendance Support Plan</i> with parents (See Appendix 1)
64 - 55	Critical attendance (up to 2 out of 5 days of education missed per week) Action: 1) Head teacher to review support plan 2) Issue a letter to parents 3) Review meeting with Key worker/Family worker monthly until above 64% 4) Reward improved attendance where appropriate
<54	Crisis attendance As above Action: 1) If no improvement Head teacher and family worker to meet with parents/carers to review support plan 2) Improved attendance notification to be given with warning of lost place if not achieved

15.3. This policy is reviewed every three years by the headteacher.

15.4. Any changes made to this policy will be communicated to all members of staff and parents.



Appendix 1

Child Attendance Support Plan (ASP)

The purpose of the Attendance Support Plan is to identify the reason(s) for a child's absence, document the steps taken by the school to address the attendance problem, and develop the plans necessary to improve future attendance.

Child name:

Date completed:

Parent/Legal Guardian:

Parent contact number/s:

Student overall percentage attendance: date range:

%:

What is the nature of the attendance problem: (please tick all that apply)

Transportation issue:		Safety issue:	
Too far to travel		Surrounding neighbourhood not safe	
No reliable means of getting to school		School not safe	
Dropping older siblings at school			
		Home issue:	
Academic/school issue:		Parent/Guardian not well	
Problems with teaching/other staff		Other issues in the home	
Friendship issues		Domestic violence	
School discipline		Older siblings off school	
Personal issues:			
Health related issues			
Bereavement			
Sleep			

Other:

Please specify the details of the attendance problem(s) ticked above and why / how it is affecting your child's attendance....

What action can you take to improve attendance?

What can school do to help improve your child's attendance?

