



## Dorking Nursery School and Children's Centre

### ATTENDANCE POLICY

Although education for children of nursery age is non-statutory, at Dorking Nursery School we believe that the children benefit from regular attendance in the following ways, to:

- develop their confidence
- establish a good routine and consistency which is essential once they transfer to primary school
- enable them to gain maximum benefit from the education offered at nursery school

Children's attitude to school is learnt from their parents, therefore, it is essential for a positive, responsible example to be set by the parents from the outset of their education. Attendance levels are monitored as part of our safeguarding procedures. **We have a statutory duty to promote the safety and welfare of children. An important way to safeguard children is to ensure they attend school regularly.** All staff work closely with the parents to deal with any problems connected with poor attendance. Attendance is monitored each half term and attendance percentages notified to the Headteacher and Key workers. If any attendance is of concern, this will be discussed with parents.

**Registration** The nursery team are responsible for completing the registers each morning and afternoon. The registers will be completed by 9.15 a.m. and 12.45 p.m. and kept in the classrooms. Parents, who arrive with children after this time, must report to a member of staff in the classroom so that the children can be marked as late.

**Absence** Parents are asked to write, telephone or inform us verbally if a child is absent, either beforehand (in the case of medical appointments, holidays, school visits etc.) or by 9.15am or 12.45pm for afternoon children on the day of absence. Reasons of absence will be recorded in the diary in the office initially, then formally recorded in the register using the relevant code, this will be reviewed by the Headteacher regularly. If parents have failed to make contact with us by 9.15am or 1pm on the first day of their child's absence, the office staff will telephone parents.

If there is cause for concern, or a child is persistently absent, the Headteacher will discuss this with the parents in order to agree a plan of action which may include contacting Health or other appropriate professionals.

Extra curricular activities must be planned outside the nursery sessions as this is disruptive for the child and does not provide consistency for them.

For places funded by FEET (Free early education for two year olds) or FEE (Free early entitlement), it is expected that parents will commit to the allocated session and their children attend for the full entitlement.

If, after the Headteacher has made considerable efforts to encourage the parents to bring the child to school, in consultation with the Governing Body, the place will be withdrawn. In all instances, the welfare and needs of the child are given the highest consideration.

**Approved by the Governing Body:** January 2017

**To be reviewed by:** January 2019

This policy is relevant to:

Nursery staff - Yes	Centre staff	Parents - Yes
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