



**PEARTREE WAY NURSERY  
SCHOOL**

**Attendance Policy**

**Reviewed: November 2021**

**Date of Next Review: November 2024**

Signature:

A handwritten signature in black ink that reads "Kathryn Evans". The letters are cursive and fluid.

Kathryn Evans, **Chair of Governors**

Date: November 2021

Signature:

A handwritten signature in black ink that reads "D. Willcox.". The signature is written in a cursive style with a horizontal line underneath the name.

Deborah Willcox, **Headteacher**

Date: November 2021

## **ATTENDANCE POLICY**

At Peartree Way 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 at school. At a young age, continuity and consistency are important contributors to a child's well-being and progress.

### **Aims**

- To create a culture where good attendance is 'normality' and valued
- To value the individual and be socially and educationally inclusive
- To be consistent in the implementation of our policy and procedures

Regular and punctual attendance is paramount so that all children have full access to the curriculum. Valuable learning time is lost when children are absent or late.

### **Procedure**

Children should be at school every day that the school is open, unless the reason for the absence is unavoidable.

Parents are expected to inform school of an absence. The gate register closes at 9.00 am and 1.00pm. Parents/carers can either ring or email [s.smith@peartreeway.herts.sch.uk](mailto:s.smith@peartreeway.herts.sch.uk) to notify us of an absence. Messages of absence from parents are passed to the key worker during our daily briefing.

If a child is absent without an explanation office staff will contact parents to ascertain the reason for the absence. In some cases, absence on the first day will be followed up. If the child is known to Social Care, this service will be informed of the unauthorised absence.

If we are not informed of an absence, parents/carers will be contacted by telephone using the contact details provided by parents/carers. This may be followed up by a home visit by school staff. In some instances, a welfare check referral may be made to the Police. Parents/carers may also be contacted via email. If necessary, an appointment will be made to discuss the matter. If after one month 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.

Any problems with regular attendance are best sorted out between the school, the parents and the child. Children can sometimes be reluctant to attend school. If a child is reluctant to attend, it is best to be honest with us about this so that we can support you and your child. Attendance does matter and non-attendance may make things worse. Co-operation between home and school is the best way to support children's well-being needs. Parents are expected to contact school at an early stage and to work with the staff in resolving any problems together.

Parents of children whose attendance is inconsistent and generally poor will be contacted by the Headteacher and their future attendance monitored. If there is cause for concern, agencies e.g. Children's Services, Families First may be contacted in order to ascertain if family support may be needed.

Although attendance at nursery is not statutory, authorised absence is only normally granted for emergency situations and medical appointments. All planned holiday absences in term-time must be requested using the Holiday Request Form. Holidays and medical appointments will be marked as such in the register.