NURSERY SCHOOL ATTENDANCE POLICY & PROCEDURE

Passed and adopted by Governing Body:

Signed ……………………………..

Dated………………………………

Updated July 2022

(Review: July 2023)

Attendance Policy and Procedure – Big & Little Nursery

Whilst attendance at Nursery school is not statutory, 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. Also, regular attendance at Nursery School establishes a consistent routine ready for when the child starts Primary or Infant school. Parents are reminded through a range of media that whilst it is important to establish a good routine with regard attendance, children should be fit and well enough to attend their session and should not be onsite if they are unwell. We aim for a consistent attendance of 90% in Big Nursery, and 85% in Little Nursery, recognising that young children are more susceptible to picking up germs and bugs.

With this in mind:

❖ Parents are asked to contact the School to inform staff of their child's illness - parents can email on the parent's email address, use the app, text or phone. There is a regular reminder on newsletters and is also featured in the prospectus and discussed by keyworkers at transition visits.

❖ First day absence – staff to let the office know who is absent that day by putting their name in the absence book. The office will check with reception what messages have been received, or whether the child has arrived late. If no message has been received and the child hasn't arrived late, the office will send a text to parents/carers, reminding them to contact the Nursery School regarding details of their child's absence. This will be recorded on the non-attendance follow up spread sheet including the status of the text. Children who are known to be vulnerable will be followed up on a case by case basis, this may include a telephone call from the Designated Safeguarding Leads.

❖ Reception staff will inform Nursery of the list of names of telephone calls from parents each session – teachers sign to say they have seen it and this is then recorded on the register, with the reason documented on the back of the register. Teachers will then inform keyworker. An archive list is kept in the secure room.

❖ 2nd day absence – if there is no reply to the text and the child is off for a second day, then the office will contact parents by telephone and also by text, School app or email. This will be recorded on the non-attendance follow up spreadsheet. The office will let a member of the teaching team know.

❖ 3rd day absence. If there has still been no reply, the office will contact parents by telephone and also by text, School app or email. The office will also call contacts on the emergency contacts list and ask them to ask parents/carers to contact the Nursery School.

❖ The teaching team will decide if contact during days 1-3 may also be made with the Early Help Lead Professional if the child is at Early Help, or with the social worker if there is Children's team involvement, or schools of a sibling if this is known. Staff may also complete a doorstep safe and well check on a case by case basis.

❖ If parents do not phone Nursery or respond to any texts, the School app, phone calls or doorstep visits from Nursery for 3 days, (recording findings on spreadsheet), a generic letter will be posted and emailed to the parents/ carers asking them to contact us so that we know their child is safe and well. Contact will be made with the Early Help Lead Professional if the child is at Early Help, social worker if there is Children's team involvement, the sibling/s school. A conversation with MASH will be requested and a MAC completed by the Designated Safeguarding Team. The School Business Manager will also contact the Early Years Funding Team to check if the child has been registered at another setting. **Senior staff will need to complete a dynamic risk assessment of circumstance from day one, on a case by case basis and may refer to the police to request a safe and well check if this is considered necessary**.

❖ When parents phone to say their child is poorly and this is logged, or reply to an office phone call or text, stating a reason why their child is off school, depending upon the nature of the illness or reason for absence, contact will remain between the Nursery School and parent/carer either via text, School App or telephone call. After 2 weeks, if the child has not been seen at School, the office will make the Leadteacher/Headteacher aware. Follow up communication will be made to parents/carers and absence monitored. **This will be on a case by case basis - chronic illness/accident/holiday to be taken into account.**

❖ For children who are under Child Protection or Child Looked After, or for any other specific reason - teachers (Designated Safeguarding Team) will ensure that daily absence will be emailed to social worker by Headteacher/DSL.

❖ Keyworkers in Nursery to log how many children are in session daily on the available pro-forma, (located on the wall by the Nursery paint room and displayed on the white board in Little Nursery and then recorded on the pro-forma). Archive pro-formas are to be scanned termly and saved in a file by the office.

❖ Staff in Nursery to log the time on the register sheets if a child arrives late or what time they leave if they leave early. It is then transferred onto SIMS for Big Nursery and excel register spreadsheet for Little Nursery.

❖ Completion of registers – at the beginning of a week, the office will check the registers from the week before for any unknown absences. Any unknown absences will be highlighted, and the highlighted list will be returned to classrooms, for staff to establish the reason with parents/carers.

❖ Office staff will share whole cohort and user defined groups attendance data with the Headteacher at the beginning of term for the preceding term. The attendance for the whole cohort will be shared on the first Newsletter of a new term. The Office staff will produce a report for the Headteacher and Leadteacher identifying which children in Little Nursery and Big Nursery have below desired % attendance. The Headteacher and Leadteacher will then identify who on the list needs to receive a standard letter that will be sent to parents/carers in the first week of a new term, identifying low attendance and looking to see that this improved. For Little Nursery, this will be on a case by case basis.

❖ Office staff will upload Big Nursery registers to SIMS and Little Nursery Registers to the excel spreadsheet during the week after they are generated.
Due regard will be given to Children Missing From Early Education (CMEE) flowchart. *See appendix.*

Monitoring Attendance

- In the first instance, keyworkers and office staff will be mindful of any patterns of absence and share concerns with the Headteacher, the Leadteacher or the Nursery teacher.

- The Leadteacher will complete termly absence monitoring for Big Nursery and Little Nursery, and will also monitor patterns of individual attendance that highlight any concerns. The Leadteacher/Headteacher will engage in dialogue with parents/carers where concerns are highlighted regarding attendance or patterns of attendance.

- Termly, Big Nursery attendance will be monitored for the whole cohort and groups of learners, and Little Nursery attendance for the whole cohort only. This will be analysed by the Headteacher and reported to Governors.

- Key messages about the importance of consistent attendance will be shared with parents via Facebook, newsletters, SWAY, the School App, the prospectus, text message and in discussion with keyworkers.

Attendance following COVID-19:

The Leadteacher/Headteacher will liaise with parents and carers on a case by case basis where attendance is an issue due to parent anxieties.

APPENDIX 2 Children missing from early education (CMEE) flowchart

Action to be taken on child's first day of absence

13. **Check** whether other staff have received a message or have information about the child's absence

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14. Attempt to **contact** parents/carers using personal contact information. **Contact made**: no concerns, no further action required. **Concerns raised**: contact other agencies or services as appropriate e.g. Health visitor. **Record** absence, reason and action taken, in the child's file.

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15. **Contact not made**: attempt to contact the parent/carer on their employment or training contact number – state who you are and where you are calling from without disclosing what the call is about - ask to speak to the parent/carer. **Contact made**: no concerns: no further action is required. **Concerns raised**: contact other agencies or services as appropriate e.g. Health visitor. **Record** absence, reason and action taken, in child's file.

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16. **No contact with parents/carers**: contact any emergency contact(s) to try to establish the whereabouts of the parents/carer and child. **No contact or no information** from emergency contacts: proceed to **Step 5** or **Step 8** or **Step 9**

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17. If you know that there are siblings and the school that they attend, **contact the school**, state who you are and where you are calling from and ask to speak to the DSL or Headteacher regarding a concern about a child. **Check** whether the sibling(s) are in school.

18. **Sibling(s)** in school: DSL/headteacher can check with them as to where the younger child is – **no concerns**: record in child's file concerns follow **Steps 8 – 12** as appropriate

19. **Siblings absent:** check whether school has made contact with parent/carer or emergency contacts. **No contact:** discuss the risks with the DSL/headteacher and whether further action is needed. **No further action needed:** record actions taken in the child's file. **Further action required:** agree with school or proceed to **Step 8** or **Step 9** or **Step10** as appropriate.

20. **Early Education Funded child:** contact the **Early Years Funding team** to check whether the child has been registered at another setting email: eyfunding@warwickshire.gov.uk

21. **Consider** posting a **card or letter** through the family's letterbox asking them to contact you as soon as possible. Please take in to account any possible risks to your safety.

22. **No contact:** notify Warwickshire Early Years Safeguarding Adviser **01926 742549** or **earlyyearsadvisors@warwickshire.gov.uk**

23. **If this is a family you have additional concerns about or the absence is out of the ordinary for this family you should contact the Police** on 101 and ask for a **safe and well check** to be carried out

24. **'Looked after child'** or **known** to Children's Social Care, **DSL** must contact the named Social Worker or the Mash team.