

Attendance Policy

Approval body	Governing Body
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Implementation date	Immediately
Review date	Annual

Version	Date Reviewed	Changes since last version
1	04/10/2023	<ul style="list-style-type: none"> ● Change of name and email of attendance lead. ● Whatsapp number added. ● Update to attendance procedure including whatsapp. ● How we encourage good attendance has been tweaked. ● How we respond to poor attendance has been tweaked. ● Introduction added.
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Sheringham Nursery School and Children's Centre - Attendance Policy

Introduction

The policy sets out the nursery school's approach to managing attendance and punctuality.

The importance of good attendance

There are many positive benefits to be gained from regular attendance at nursery. This includes not only coming to every session but also being there on time. Good attendance and punctuality are important for all children.

- Good attendance helps ensure that children have more opportunities to learn and make friends.
- Children who develop a regular pattern of attendance at nursery are better-prepared for the move into school.
- Getting into good routines and patterns of attendance at a young age helps ensure that children will succeed later in school life.
- Attending nursery every day helps children to develop a feel for the rhythm of the week and a sense of security from being familiar with nursery routines.
- Young children find it easier to build good social relationships, and to develop secure attachments, when they attend nursery regularly.
- Children who rarely miss sessions are more likely to know what to expect at nursery, and to feel confident in their interactions with adults and other children.
- Good attendance is an important part of keeping children safe and healthy.
- Good attendance helps nursery staff to identify any areas where children need extra help and support.
- Regularly on-time attendance helps many young children to separate from their parents and carers at the start of the day and to settle more easily into nursery life
- Staff carefully plan every session for each child; good attendance helps ensure that children can take every opportunity to benefit from this.

For these reasons, we expect all parents¹ to ensure that their child attends well and we are committed to supporting children and families to overcome any existing barriers to good attendance.

In line with Newham's policy, if your child does not attend nursery regularly, they may lose their place.

Key contact

¹ 'Parent' is used throughout the document to refer to parents, carers and guardians.

Our attendance lead is Rahima Begum. You can contact her on 020 8553 2479 or by emailing rahima.begum@sheringham-nur.newham.sch.uk

Times

	Drop off	Pick up
Morning	8.45-9am	11.35-11.45am
Afternoon	12.35-12.50pm	3.25-3.35pm
We have a flexible drop-off time so that parents with older children can take them to primary school first. We have a flexible pick-up time so that parents can speak with their child's key person to share information.		

It's important to be on time. Children who arrive late come into the group when everyone else is settled, and this can be difficult. Children who are picked up late often become upset because all their classmates have gone home.

If you drop off your child after 9am or after 12.50pm they will be marked late. If your child is persistently late we will need to meet with you. You will need to work out a plan so that you arrive on time.

If you are running late for an unavoidable reason please contact the nursery school to tell our receptionist. Call 020 8553 2479 or message us on our WhatsApp group.

Sickness

If your child is sick, they need to stay at home until they are better. You can phone us for advice if you're not sure, or use the NHS Choices website. Children with minor coughs, colds or other illnesses can still attend, if well enough.

Children with diarrhoea or vomiting should stay away from the nursery for 2 days after their symptoms have gone.

You must follow advice from the nursery school or the NHS when there is high prevalence of an infectious disease, including Covid-19.

You can find useful information about school absence and illnesses on the [NHS Live Well website](#).

Please contact us if your child is ill and will be missing nursery. You should contact us every day, until your child is better. Either phone us on 020 8553 2479 or message us through the WhatsApp group on 07484509548.

Medicines

We can give your child medicines when needed (e.g. asthma or hayfever medication) – you need to fill out a medicine form first.

Time away from the nursery school

Holidays during term-time are not authorised. Please make sure that you book holidays during the school holiday period. Otherwise, your child misses out on important early learning.

If you have a family emergency and need to request time away from the nursery, please fill out the form which you can get from the receptionist.

Our procedure

- If your child is absent and we haven't had a message, we will phone you to find out the reason. If you do not pick up, we will send you a message on WhatsApp. It is important that you keep in touch every day with the nursery school, if your child is off sick.
- We check overall attendance fortnightly to look for patterns and trends, and act promptly. We offer targeted support to families or groups of families, where appropriate.
- Senior leaders monitor attendance monthly and share their analysis with the governing body every half term.
- We tell parents how many days of nursery their child has missed, and how this has affected their learning and play, at every Progress Day meeting.

How we encourage good attendance

- Senior Leaders meet with all families at the beginning of the school year and discuss the importance of attendance and our procedures.
- Key people have daily conversations with families about their child's attendance and follow up when children have been absent.
- Positive messages are sent to families via WhatsApp where attendance improves.

How we respond to poor attendance

- If your child is regularly absent, we will arrange to meet with you about this. We will explore the reasons for your child's absence and will work on a plan together to improve your child's attendance. We will listen and try to understand if there are any barriers to good attendance. We will explore ways to help you overcome any barrier, with the support of our Best Start in Life team and any other agency who can support

(e.g. your health visitor). We will consider whether an individual approach might meet your child's needs and help them to attend more often.

Absence Procedure

