

Holy Rosary Nursery School

Managing Pupil Attendance Policy

Ratified: January 2019

Signed:

Review: September 2022

**Holy Rosary Nursery School Managing Pupil Attendance**

In Holy Rosary Nursery school, we believe that by attending school regularly, children are gaining the best start in life.

On acceptance of a full-time place at Holy Rosary Nursery School-

We expect that all children will:

* commence school on the allocated start date and session time
* attend school punctually
* attend school regularly
* be absent from school for sickness reasons only
* attend school dressed in the correct uniform
* be collected on time, at the close of the Nursery session

We expect that all parents and carers will:

* encourage regular nursery attendance
* ensure their child arrives punctually and prepared
* ensure nursery is contacted when their child is not attending
* contact the nursery on the first day of absence
* contact the nursery regarding any issue which may affect their child’s attendance

Holy Rosary Nursery School monitors attendance and has a duty to address any attendance issues. Holy Rosary Nursery School is committed to working in partnership with parents/carers to achieve the very best outcomes for all children and collaboration and engagement between home and school will be sought.

**Procedure in relation to planned absence from school**

If you know that your child will not be able to attend Nursery on a particular day, or will arrive late (perhaps as a result of a medical or other such appointment), please inform the class teacher in advance. Where possible, the ‘absence notification form’ on our school website should be completed and returned to the school prior to the absence. Otherwise this form should be completed as soon as possible after the absence. (Paper copies of this form are also available from the office.)

**Procedure in relation to an unplanned absence from school**

**1**. Holy Rosary Nursery School expects parents/carers to communicate any unplanned, unexpected absences by contacting the school directly on the first day of the absence (via email or See Saw private message).

**2**. Parents/carers should regularly update Nursery about any extended absence and provide details of the reason for it. An extended absence is one that lasts, or is expected to last, for **more than two days**.

**3**. Upon return to school, parents/carers should speak directly to the class teacher and complete and return the ‘absence notification form’ on our website

**4**. In the event that there is no contact from the parents/carers regarding an unplanned, unexpected absence, the class teacher will seek to make contact on the second day of the absence, where that absence continues into a second day without explanation. Initial contact will be via phone. If the child is known to Social Services, then Social Services will be informed of the absence at the end of the second day.

**5**. If after one week of unplanned, unexplained absence, there has been no attempt by the parents/carers to contact Nursery and school has been unsuccessful in its efforts to contact the parents/carers, the principal will send a letter to the parents/carers and liaise with the Health Visitor.

**6**. If after one month, there has been no contact made with school and the absence remains unplanned and unexplained, Nursery will remove the child’s name from the school register and offer the place to the next child on the school’s waiting list.

Should the school have a concern about a pupil’s level or pattern of attendance, the Principal will seek to meet with parents/carers to discuss the issue and to explore any difficulties which may be preventing the child from attending school or materially interrupting that attendance. At this meeting, the school may be able to offer strategies and support to help parents/carers to ensure that the child’s attendance will improve. However, following this meeting and completion of any actions agreed at this meeting, should the child’s pattern of attendance fail to improve, the school will seek external support from the Education Authority’s Educational Welfare Service (EWS).

**The recording of attendance absence codes**

**Authorised absence:**

Some absences are allowed by law and are known as ‘authorised absences’. For example, if a child is ill, family bereavement, religious observance.

**Unauthorised absence:**

There are times when children are absent for reasons which are not permitted by law. These are known as unauthorized absences. Examples of unauthorized absences are:

Going shopping, waiting for a delivery, family day out, sleeping in after a late night, unapproved holiday, child’s birthday.

**Request for leave of absence:**

If a parent wishes to request a period of absence for their child, they are required to write to the Principal. If the request is denied, the school will inform the parent of the reason in writing and the request will be kept on record by the school. Each case will be treated individually, with the needs of the child paramount. Leave of absence will not be offered to pupils for family holidays except under special/ exceptional circumstances.

**Daily registration procedures**

The school opens and class begins at 9am and registration closes at 9.20am. Any child arriving after 9.20am will be marked as late. We ask you therefore to ensure that your child is in nursery school by 9.20 each morning. The Principal will monitor punctuality on a six weekly basis. If a pupil is considered to be regularly late, the Principal will meet with the parents and offered support to help resolve the issue.

**Changing schools**

It is important that if a family choose to move or change schools, that the Principal is informed in writing of the following details:-

* the date the child will be leaving current school
* the date the child will be starting the new school
* the name and address of the new school
* the new home address (if any)
* should a child be withdrawn from nursery and not attending another nursery, the Health Visitor will be informed.

**Reporting attendance**

Attendance is reported on annually to the Board of Governors.

**Monitoring and evaluation** - This policy will be reviewed and monitored in line with the school’s policy review schedule.