



## Goodway Nursery School

# Attendance Policy

Date policy adopted:

Signed:

Chair of Governing Body

### Our school values

- Respect** - respecting children's rights, treating each other with dignity and valuing each person's individual identity
- Security** - creating an environment where children feel safe, both emotionally and physically, building their resilience through secure attachments
- Relationships** - encouraging kindness and developing relationships where children and families are listened to and feel valued
- Inclusion** - creating an enabling environment where children and families feel a sense of belonging and ensuring equality of opportunity for everyone
- Learning** - reflecting on our practice together, co-constructing learning with children and extending their learning by providing experiences that provoke curiosity and exploration
- Empowerment** - encouraging children to become confident and independent, equipping them to participate in decision making, resolve conflict and make positive choices

### We are a Unicef Rights Respecting School

**This policy links to the UN Convention on the Rights of the child:**

**Article 2 (non-discrimination)** The Convention applies to every child without discrimination, whatever their ethnicity, gender, religion, language, abilities or any other status, whatever they think or say, whatever their family background.

**Article 3 (best interests of the child)** The best interests of the child must be a top priority in all decisions and actions that affect children.

**Article 23 (children with a disability)** A child with a disability has the right to live a full and decent life with dignity and, as far as possible, independence and to play an active part in the community. Governments must do all they can to support disabled children and their families.

**Article 28 (right to education)** Every child has the right to an education. Primary education must be free and different forms of secondary education must be available to every child. Discipline in schools must respect children's dignity and their rights. Richer countries must help poorer countries achieve this.

**Article 29 (goals of education)** Education must develop every child's personality, talents and abilities to the full. It must encourage the child's respect for human rights, as well as respect for their parents, their own and other cultures, and the environment.

**Article 30 (children from minority or indigenous groups)** Every child has the right to learn and use the language, customs and religion of their family, whether or not these are shared by the majority of the people in the country where they live.

**Article 31 (leisure, play and culture)** Every child has the right to relax, play and take part in a wide range of cultural and artistic activities.

We are committed to safeguarding and promoting the wellbeing of all children, and expect our staff and volunteers to share this commitment.

Although Nursery Education is non statutory, it is important to establish good habits of attendance so that children can take full advantage of the education offered. It is the policy of this school that children attend every session that they are entitled to in line with Department for Education and Birmingham City Council Guidelines.

Parents have a vital role to play in good attendance and punctuality, children who miss school or are late will miss vital aspects of their education. Parents are reminded that they must inform the school if their child is to be absent from school for any reason. This should be done by telephone, letter or by personal visit as soon as possible.

The Government expects a child's attendance to be above 94% this includes time taken for illness. Research shows that absence disrupts children's learning and progress. Holidays should only be taken when school is closed. In the event of extreme or emergency circumstances, where extended leave of absence is thought necessary, parents must discuss arrangements with the head teacher. In extreme cases if a child is absent for more than two weeks the place may be offered to another child.

Children should arrive at school no later than 9.10 am for registration. Any arrival after the register has been taken will be marked in the register as Late.

Every half-day absence is classified by the school, as either AUTHORISED or UNAUTHORISED. Information about the cause of each absence is always required by the school. Authorised absences are mornings or afternoons away from school for a reason such as genuine illness or other unavoidable cause.

We use Health Protection Agency guidelines with regard to exclusions due to illness. In cases of sickness and diarrhoea children are not to return to school until 48 hours have elapsed after the last bout of illness to prevent spread of infection. Parents are asked to keep any child who has been prescribed antibiotics at home for the first two days of the course of medication.

Reasons for absence are recorded in the official registers and first day phone calls are made to parents if they have not let us know the reason for absence and this will be recorded on SIMS. If there is no reply, a voice mail message is left. The DSL is notified on the second day of absence and a decision is made about the response required. Initially, a safeguarding email is sent to families, requesting immediate communication with nursery school. A safe and well check will follow if there is no response and appropriate action is taken.

Attendance is monitored weekly by the DSL and any required support is offered to families to improve school attendance. We put great importance on good school attendance to ensure children and families access their full early years entitlement and are ready for the next step in education.