



## ATTENDANCE AND PUNCTUALITY POLICY

Reviewed date-Autumn 2024 - Next review Autumn 2025

### **Bentilee Nursery School policy on Attendance and Punctuality.**

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We at Bentilee Nursery School regard regular attendance and punctuality as a major factor in helping children to achieve their full potential.

Regular attendance and punctuality are important because:-

Absence and lateness affects pupils' ability to participate and benefit from the curriculum.

Children who arrive late disrupt the routine of the classroom and the work/progress of others. Poor attendance and punctuality may result in a child finding it difficult to settle, to become involved and to form social relationships. This may then create difficulties for the child that result in disruptive behaviour.

Regular attendance and punctuality may help to instil good habits and promotes the development of a positive attitude towards school.

#### **Strategies for Promoting Regular Attendance and Punctuality:**

The importance of regular attendance and punctuality is stressed to parents through:-an Induction meeting with the headteacher, discussion with child's key worker/class teacher, discussion with the Family Support Worker and 'Consultation with parents' meeting. The times and procedures for registration are made clear to parents and staff and are followed consistently. Staff work continuously to create an environment in which parents and pupils feel welcome and want to be a part of.

- Although attendance at pre-school is not compulsory, once having accepted a place at the Nursery School it is expected that a child attends everyday unless unfit to do so. Parents/ cares must sign the home/school agreement agreeing to this. We aim for 92% attendance over the year
- Parents/carers are requested to inform the Office Manager on the first morning of absence and to give an estimated duration of continued absence.
- The Office Manager will contact the family of a child on the morning of absenteeism if there has been no information about the absence either by phone or text.
- The Family Link Practitioner will offer advice/support to families experiencing difficulty in maintaining regular attendance.
- If a child /family continue with sustained non-attendance after offering support, then the place is withdrawn. We encourage parents/ carers to think about attending at another intake opportunity.
- *We are very much aware of children missing in education, and although nursery is not compulsory we will report any child missing from school who is 3 & 4, and we have not been able to contact (including home visits), to social care and admissions. If they are a 2 year old we would also contact Early Years.*

- Punctual attendance is appreciated.
- Children are expected to arrive for the start of the school day i.e. 9.15 a.m.
- The school should be informed as soon as possible of unexpected delays.
- If a child is late, their name they will be given in at the office, then marked in on the classroom signed in/signed out class list to ensure all staff are aware of the child arriving.
- If children are to be collected early the school must be informed. If the parent is not collecting the child and we do not know the person, then they must use the correct password. School will always contact parents to verify permission.
- The child's name will be crossed off the class list in the classroom to ensure all staff are aware.
- The child will be signed out by the parent in the confidential signing out book.

