

# Attendance and Punctuality Policy (Nursery)



**Wistaston Academy**  
Primary and Nursery School  
Together We Learn • Together We Achieve

<b>Policy Author</b>	<b>Linda Davis, Principal</b>
<b>Responsible Governor's Committee</b>	Standards
<b>Date discussed at SLT Meeting</b>	01/12/2016
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<b>Date discussed at Staff Meeting</b>	December 2016
<b>Date established and approved by Governors</b>	December 2016
<b>Frequency of Review</b>	Review in the light of changes to legislation or operating experience
<b>Website</b>	No

## **Attendance and Punctuality Policy**

### **Attend to Achieve-**

#### **Our expectations for children's attendance**

Nursery education provides a vital foundation for a child's learning but, to get the most benefit, it is important that children attend regularly and promptly. Good attendance at nursery school not only underpins good attainment in the foundation stage, but it also establishes good habits and attitudes to learning which will underpin a child's achievements throughout their school career.

We want every child to receive the maximum possible benefit from their nursery education place at Wistaston Academy where, as a maintained nursery school we can offer a nursery education place for 15 hours per week.

Our school is a valuable resource for which we receive funding from the local authority. Therefore, we have a duty to ensure the best possible take up for the limited places that we are able to offer. This means that we aspire for all children at Wistaston Academy to achieve a minimum of **90% attendance** during their time with us, assuming that they are fit and able to do so. Once at primary school, we expect pupils to have 100% attendance.

#### **How we hope to promote good attendance and punctuality**

Our school attendance and welfare officer works in close partnership with the Education Welfare Officer to promote good attendance and address poor attendance.

All parents will be made aware of our attendance policy and asked to sign a home school agreement to confirm their acceptance of it. All places offered at Wistaston Academy will be conditional on this agreement being signed.

In the event that your child is unable to attend school for any reason, we ask that parents telephone the school before 9am that day. Parents will be asked to provide the reason for their child's absence, including any specific symptoms or illness if their child is unwell. Absence that has not been notified to the school by 9:45am will be followed up by a telephone call to parents; similarly, absence that persists for more than 1 day will be regularly followed up by the school if parents do not keep the school informed. After a lengthy illness, or where absence is a concern, we ask parents to send in a doctor's note or letter and evidence that medicines have been prescribed.

The nursery school day starts at 08:30am for morning sessions and 12:30pm for afternoon sessions with all the children expected to be in school. Children who arrive after this time will have to go to the main reception. Lateness can result in your child missing an important start to the day so punctuality is very much encouraged to enable them to learn our daily routines. Regular lateness will be discussed with parents to identify the cause and seek solutions.

The nursery school day finishes at 11:30am for morning sessions and 3:30pm for afternoon sessions. If you are going to be late picking up your child, due to a family or domestic circumstance, we ask that parents telephone the school. Persistent lateness however will incur a charge.

Attendance will be reviewed weekly by the Nursery Teacher. The EYFS Assistant Principal is responsible for collating Attendance Records and notifying the Head teacher if there is any reason for concern.

To reward and encourage children, those with good and excellent attendance and punctuality and/or those who have shown significant improvement will receive recognition for their commitment and for demonstrating good habits and attitudes for learning.

All parents will be advised of the attendance their child has achieved at their review meeting, which takes place every term. Parents should be aware that attendance data is also included in your child's end of year report and will be passed on to Reception teachers in Wistaston Academy and other primary schools.

At Wistaston Academy we prefer you to not take holidays during school time so that your child's learning is not disrupted. Holiday absences of one day or more must be requested in writing to the Head Teacher. If you choose to take your child on holiday without a request in writing this may jeopardise the continuation of their child's place at Wistaston Academy.

Attendance of 90% or lower is regarded as persistent absenteeism. All parents of children whose attendance is below 90% will be advised that this is a cause for concern. Where a child's attendance is 90% or less in any half term period, they will be asked to attend a meeting with the EYFS Assistant Principal and /or Attendance and Welfare Officer to explore the reasons for this. If attendance does not improve, then parents will be asked to attend a meeting with the Head Teacher.

If there is substantial unauthorised absence, a child's place at Wistaston Academy may, with authorisation from the School Governors, be withdrawn.