



# East Prescott Road Nursery School Promoting Good Attendance Policy

## Principles

1. Children who attend our school are of non-statutory school age. However, when a place is accepted, we require a commitment to good attendance and punctuality
2. It is the family's responsibility to bring their children to school on time and on a daily basis, forming good habits early.
3. We recognise that absence from school can be an indicator of safeguarding concerns (KCSIE 2023) and we will *always* act on unexplained absences from school.

## Working with families

We strive to ensure that our school is a welcoming and supportive place for children and families. We undertake a number of events across the year to build relationships with parents and carers, including:

- Coffee Mornings
- Stay and Play sessions
- Parent workshops
- School events, trips and visitors

The Headteacher will speak with all new families, highlighting the importance of punctuality and good attendance and the possibility of children losing their place should attendance and punctuality be poor without good reason.

## Child's absence from school

As children begin school, they will become exposed to more germs and are likely to pick up common childhood illnesses. This is all part of a child's immune system developing.

In the event that your child is unable to attend school:

1. Please telephone school on the **first day of absence** before 8:30am and speak to Mrs Joanne Jones in the office.
2. If phoning before 8.00am, please leave a message on the school answering machine.
3. Please state the reason your child is absent and how long you expect them to be off school
4. Please be advised that we expect children to stay at home for at least 48 hours after an episode of diarrhoea and vomiting.
5. If families have failed to inform the school, the school office will contact the home and establish why the child is absent.
6. If the school is unable to make contact, the child's absence will be recorded as unauthorised and the school will begin our procedures for unexplained absences (see below)

## Lateness

- If children are going to be late in, or families will be late picking their children up at the end of the day, a phone call must be made to the office.
- If families are habitually late picking their children up, the school reserves the right to charge families for the extra time they have to look after the children,
- If children are not collected by 3.30 pm and there is no response from any of the emergency contact numbers, school will contact Social Services.

### **Monitoring attendance and punctuality**

- Attendance is monitored daily through registers.
- The School Business Manager monitor attendance and punctuality on a daily basis
- Initially, the Key Person will meet with families to establish reasons and support the family in improving attendance and punctuality
- Children who have attendance below 85% and/or who are regularly late will be flagged up at half termly SLT meetings.
- The Headteacher will now take the lead in working with families to improve attendance.
- Families are informed of Liverpool Council's policy regarding holidays in school time, and the time away being classed as an unauthorised absence.
- Any requests for time off during school time should be made in writing to the Headteacher at least 10 days before the date of travel, with all the details of when and for how long the child will be away from school.
- If the child is likely to be away from school for a month or more, we cannot guarantee to hold the place open.
- If, after every attempt has been made to support the family and absenteeism and/or lateness persist, there will be a meeting with the Headteacher.
- Unless attendance and/or punctuality improve, the child could lose their school place.

### **Unexplained absences**

If a child is absent without explanation, **on the first day of absence**, the School Business Manager will telephone the family using the contact numbers given on admission.

Messages will be left if there is no answer with the instruction to contact school as soon as possible.

If, on the second day of absence, there is still no explanation for the child's absence, a Home Visit will be made by two members of staff, including a member of the Senior Leadership Team.

If after a Home Visit, there is still no reasonable explanation for a child's absence, appropriate steps will be taken e.g. contacting Careline or the Police.

### **Designated Attendance Lead (DAL)**

Our school's Designated Attendance Lead is **Mrs Joanne Jones**. The DAL will be responsible for monitoring attendance rates, managing first response, following up absence and punctuality concerns in partnership with the Headteacher and SLT. The DAL is responsible for managing the Attendance First Response Record.

**Approved: October 2023**

**Review: October 2026**