

# Selly Oak Nursery School



## ATTENDANCE AND PUNCTUALITY

### RIGHTS RESPECTING SCHOOL

This policy is in accordance with the 1989 United Nations Convention on the Rights of the Child (UNCRC)

**Article 28** Every child has the right to an education.

**Article 29** Education must develop every child's personality, talents and abilities to their full.

**Attendance and Punctuality are essential for all children in order that;**

- They may learn effectively,
- They are able to make the most of their talents,
- They are able to form friendships,
- They are able to form good habits for life and for their future education
- They are able to make a positive contribution to school life.
- We believe that regular attendance and good punctuality result in enjoyment of learning and school life, encouraging confidence, good attitudes and a sense of belonging

### ATTENDANCE IS EXPECTED TO BE 96% OR ABOVE

**At Selly Oak Nursery School we expect our parents to:**

- bring their child on time and regularly. We approach this important aspect of nursery life using good communication with parents. The prospectus highlights this essential aspect and staff verbally re-enforce it. This starts at the Induction meetings before the children start school, at the Home Visits and continues as the children start nursery.
- sign a Home/School Agreement, which supports the partnership with the Nursery and the belief that regular attendance is really important, even at this early stage.

### PROCEDURES

1. During initial contact with Parents/Carers, staff emphasise the importance of regular attendance to establish routines and good habits, and for good punctuality in order to ensure the children make a good start to the day.
2. It is expected that Parents/Carers do not take holidays during term time. Following the introduction of the Education (Pupil Registration)(England) Regulations in September 2013,

Head Teachers can no longer authorise absence during term time unless there are exceptional circumstances:

- Death / life threatening illness / critical illness of parent / carer of pupil
  - Recuperation by parent / carer from critical illness or surgery
  - Leave for armed forces staff who cannot choose when to take leave
  - Leave previously granted by another school / by the LA
3. Attendance and punctuality is monitored by staff daily. If there are issues, we find that it is best to talk to parents individually in the first instance in order to discover if they have any difficulties bringing their children to nursery. This can often be resolved very easily.
  4. The Nursery day begins at 8.45 am. Children are encouraged to self-register between 8.45-9.10. At 9.15 am the register is called. If the child is in attendance a 'present' mark is given. If the child is not present the register is left blank. This is to ensure that the correct code is entered as soon as possible.
  5. Absences are marked as AUTHORISED (when nursery has been informed and/or approved the absence) or UNAUTHORISED (when nursery has no information about absence or where term time leave cannot be authorised).
  6. Parents are asked to contact the nursery on the first day of any sickness absence before 9.15am and to keep the nursery informed of how long the child will be absent. We now have a facility to leave messages on the answer phone. The Clerical Assistant checks this on arrival.
  7. If no contact has been made with the school by 9.30 am, the group teacher will ask the Clerical Assistant to contact the Parent/Carer by phone. This is recorded at the back of the absence book in the main office.
  8. Absences should be reported to the family group teacher or the Clerical Assistant. If neither are available, a message should be given to any available member of staff to be passed to the family group teacher.

**Acceptable reasons for absence are:**

Illness

Medical appointment

Bereavement / serious illness of parent / carer / sibling

**Unacceptable reasons for absence are:**

Term time holidays of any duration—If a parent insists on taking holiday, then it is good practice to have a copy of the flight tickets .

Long weekends

Shopping trips

Day trips

9. On late arrival the signing-in book, in the entrance area is used, asking for a reason for lateness. The Clerical Assistant/teacher will transfer information about lateness into the register. The signing-in book also acts as a back up for fire procedures. The Clerical Assistant will then take the child to the Group area to minimise disruption.
10. As a matter of good practice, absences are closely monitored. This is carried out:
  - Daily by the Group Teacher
  - Weekly by the Clerical Assistant, Deputy Head and Head teacher.

Each half term a print out is available for discussion at a staff meeting. Key Workers make notes on the children with less than 96% attendance. If there is a cause for concern, then the HT will speak with the parents. If this continues the HT will send a letter to the Parents/Carers.

(Appendix 1 or 2)

Figures are produced for monitoring by the LA and Ofsted. Parents/Carers will receive a termly print out of their child's attendance record.

11. Should a child continue to be absent, a letter will be sent to Parents/ Carers informing them of the need to remove the child from the School roll. The place will then be offered to another child.
12. If a family is relocating to another country, then we follow the procedures in our record keeping policy. See Appendix 25

Agreed by Selly Oak Nursery School Governing Body on:-

Signed .....

Review date .....

## APPENDIX 1 ATTENDANCE LETTER



Head Teacher: Mrs Yvonne James  
Telephone: 0121 472 1700  
Fax: 0121 472 7252  
Email: [enquiry@sellyoak-nur.bham.sch.uk](mailto:enquiry@sellyoak-nur.bham.sch.uk)  
Website: [www.sellyoak-nur.bham.sch.uk](http://www.sellyoak-nur.bham.sch.uk)

26 Tiverton Road  
Selly Oak  
Birmingham  
B29 6BP

REF: Q:ATTENDANCE:letter  
DATE

Dear Parents,

Each half term we regularly review the attendance and punctuality of our children .  
When you accepted a place at the Nursery, you signed up to a partnership with the school which included good attendance and punctuality. Evidence shows that children achieve and gain positive dispositions for learning where they are attending regularly and on time. This also promotes good habits ready for starting Primary School.

One of the many areas that Ofsted and the Local Authority monitor regularly is Attendance and Punctuality. To receive a Good or Outstanding Ofsted, attendance for the whole Nursery must be 96% or above. Every year we have achieved this, even with bouts of common childhood illnesses.

We are concerned that ....., 's attendance is well below 95%  
The staff and I will continue to monitor attendance on a weekly basis. If you would like to speak to me at any time, please call the office.

Just a reminder that our policy states that should your child be absent, we require you to call before 9.15am, in order that the Office can inform staff. This means the correct code can be put in the register immediately. There is a facility to leave a message should no one be available to take your call. Messages are taken on arrival of the Office Staff.

Thank you for your ongoing support  
Kind Regards

Yvonne James  
Headteacher

## APPENDIX 2 PUNCTUALITY LETTER



Head Teacher: Mrs Yvonne James  
Telephone: 0121 472 1700  
Fax: 0121 472 7252  
Email: [enquiry@sellyoak-nur.bham.sch.uk](mailto:enquiry@sellyoak-nur.bham.sch.uk)  
Website: [www.sellyoak-nur.bham.sch.uk](http://www.sellyoak-nur.bham.sch.uk)

26 Tiverton Road  
Selly Oak  
Birmingham  
B29 6BP

REF: Q: PUNCTUALITY :letter  
DATE

Dear Parents,

Each half term we regularly review the punctuality of our children .

When you accepted a place at the Nursery, you signed up to a partnership with the school which included good attendance and punctuality. Evidence shows that children achieve and gain positive dispositions for learning where they are attending regularly and on time. This also promotes good habits ready for starting Primary School.

One of the many areas that Ofsted and the Local Authority monitor regularly is Attendance and Punctuality.

We are concerned that ..... has arrived late on a number of occasions. This means that registration and settling in time is missed and children can feel disorientated for the day.

The staff and I will continue to monitor punctuality on a weekly basis. If you would like to speak to me at any time, please call the office.

Thank you for your ongoing support  
Kind Regards

Yvonne James  
Headteacher

## APPENDIX 3 LETTER FOLLOWING REQUEST FOR TERM TIME LEAVE



Head Teacher: Mrs Yvonne James  
Telephone: 0121 472 1700  
Fax: 0121 472 7252  
Email: [enquiry@sellyoak-nur.bham.sch.uk](mailto:enquiry@sellyoak-nur.bham.sch.uk)  
Website: [www.sellyoak-nur.bham.sch.uk](http://www.sellyoak-nur.bham.sch.uk)

26 Tiverton Road  
Selly Oak  
Birmingham  
B29 6BP

REF: Q: UNAUTHORISED ABSENCE :letter  
DATE

Dear Parents,  
Re [Child Name] - Date of Birth  
[Family Group Colour]

Thank you for your letter dated [insert date] .

I am unable to grant your request for your child named above to be absent from school due to leave during term time.

The importance of school attendance is such that leave of this kind will only be granted where the circumstances are exceptional. This is in accordance with Birmingham Local Authority`s 'Leave in Term Time Guidance' and a 2013 amendment to The Education (Pupil Registration)(England) Regulations 2006.

**If you now take your child out of school it will be recorded as unauthorised absence.**

In addition, if a pupil takes unauthorised leave in term time without the Head Teacher's authorisation, and does not return to school within 20 school days the pupil may be deleted from the school register on the 21<sup>st</sup> day. This means your child would no longer have a place at this School.

It is essential for your child to be in school regularly to benefit fully from their educational opportunities. Good attendance will ensure that your child can reach their full potential. To achieve this, your child needs to attend school every day.

Should you continue with your plans, then it would be very useful to have a copy of your flight tickets.

Yours sincerely

Yvonne James

Head Teacher