A logo with cartoon children

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**Church Lane Primary School & Nursery**

**Preschool Attendance Policy.**

The Governors and staff Church Lane Primary School & Nursery are united in their belief that regular attendance is the key to enabling children to maximise the educational opportunities available to them. Helping them to become emotionally resilient, confident and competent adults who are able to realise their full potential and make a positive contribution to their community.

Although we recognise that attending nursery is not statutory, we believe good attendance is essential if children are to be settled and take full advantage of the learning and development opportunities available to them. At a young age, continuity and consistency are important contributors to a child’s well-being and progress.

We also believe that a good attendance routine at nursery sets the pattern for when they move into Foundation stage and their school journey begins.

As set out in this policy, we will work with families to identify the barriers to achieving and maintaining excellent attendance and offer support to our families to try to resolve these.

To support good attendance, and safeguarding at Church Lane Primary School & Nursery we will:

* Ensure the nursery is welcoming and every child feels a sense of belonging and connectedness.
* Ensure the school site is open at the stated times.
* Ensure the regular, efficient, and accurate recording of attendance is completed by the nursery team member each day. This further supports our approach to safeguarding within the school. The Deputy Manager will check this daily.
* Ensure all school holiday dates including non-pupil days are clearly marked and displayed on our school website.
* Safeguarding is taken seriously, and we will always contact you if you have not contacted us regarding your child’s absence.
* The Deputy Manager will monitor any patterns in absences and investigate this accordingly.

It is the responsibility of the parent/carer to notify the Nursery by phone or email if their child will be absent for any reason e.g. illness, holiday, etc. If you know holidays in advance it is greatly appreciated to let us know these.

If your child attends a morning or full day session, please inform us by 8:30am of any absence or by 12:30pm for an afternoon session.

Messages of absence from parents will be passed onto the Nursery team.

If we haven’t heard from you, a member of staff will contact you by telephone to ascertain the reason for absence.

If we cannot reach you, we will leave a message and send an email. We will also keep a record of non-attendance and of our contact attempts.

If there is no contact after one week, a home visit may be completed.

If necessary, an appointment will be made with the Nursery Deputy Manager to discuss the matter. If contact cannot be made through phone calls and home visits, we do have a duty of care and therefore may refer to outside agencies based on safeguarding concerns.

We recognise that sometimes families may need extra support with attendance, therefore effective communication is essential between you and your key person. The Early Years setting will collaborate with you to support your child’s good attendance and punctuality. Where children’s attendance is not improving, the setting will talk to you about the available support, for example, implementing bedtime routines, supporting you with healthy eating, referrals to early help or other support agencies.

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