



## **Langley Moor Nursery School Attendance policy**

### **Attendance**

Attendance is a key marker of child welfare, and as such, monitoring of attendance is viewed as one aspect of good safeguarding practice. Children are expected to attend Langley Moor Nursery School regularly and to arrive promptly. Parents/carers are asked to avoid medical appointments/shopping trips etc. during nursery hours. Written notification of holidays must be given to the Head teacher, using the slips provided in the entrance porch. The school must be informed of all absences either by telephone or letter. Attendance is monitored and irregular attendance may result in a child's place being withdrawn.

Parents/carers are asked to:

- Bring and collect children promptly as it is distressing for children to arrive late or to be left waiting at the end.
- Ensure that children are brought and collected by a responsible adult.
- Inform the nursery school if someone different will be collecting their child, and make sure that they know the password.
- Bring children into the nursery classroom and see them settled with their first activity/friends/member of staff
- Ensure that children [unless it is an emergency and the Head teacher has been informed] are not collected from nursery school during the middle of a session. This is disruptive to staff and children.

### **Registration**

Registers are taken 8:45-9:00 and 12.15-12:30pm by a member of staff. Reasons for absence are recorded in the register. Parents/carers are asked to telephone the school when a child is absent, the reason will be noted by the Head teacher or Secretary.

### **Fire drill**

In the event of a fire or fire drill occurring registers will be brought by the staff into the garden by a member of staff.

### **Monitoring**

If a child has been absent, with no reasons given the secretary will ring the family to determine the reasons for absence.

The Head teacher checks the registers half termly. If a pattern of late arrival or irregular attendance is highlighted then the Head teacher will speak informally to the parents/carers to determine whether or not there is a problem. If

attendance/punctuality does not improve then a letter will be sent. As a last resort the place will be withdrawn.

### **Children who are collected late**

Children who have not been collected at the end of a morning session are taken to the Head teacher [or to the Deputy Head teacher in her absence] in her office to await the arrival of a parent/carer.

### **Uncollected child**

The Head teacher/Deputy Head teacher will try to contact the parent, carer or designated adult by telephone. If unsuccessful she will try to speak to the second contact. The child remains the responsibility of the setting and in no circumstances will be taken from the setting by any person who is not authorised to collect the child.

If, using all available contact numbers, the Head teacher has been unsuccessful in obtaining a reason for the delay she will contact Social Care Direct or the Police.

Two members of staff will remain on the premises with the child. Under no circumstances will the child be taken from the setting by a member of staff or any other unauthorised person.

If the setting has no alternative but to leave the child with Social Care and Health, the senior member of staff will try to contact all available telephone numbers, leaving recorded messages where possible explaining what action has been taken.