



Child Attendance and Punctuality Policy

Based on Model Policy	no
Review Body	Governing Body
Date Issued	September 2021
Review Frequency	Bi-Annually

Version	Date	Notes
1	June 2019	
2	September 2021	No changes
3	September 2023	No changes

Ludwick Nursery School is committed to:

Safeguarding and promoting the welfare of children and young people and expects all staff, visitors and volunteers to share this commitment.

Eliminating discrimination, advancing equality of opportunity and fostering good relations between different groups. These factors were considered in the formation and review of this policy and will be adhered to in its implementation and application across the whole school community.

Promoting the fundamental British Values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs: any school member or visitor expressing opinions contrary to fundamental British Values, including “extremist” views, will be actively challenged.

Together we are building a better tomorrow

CHILD ATTENDANCE AND PUNCTUALITY POLICY

**Ludwick Nursery School
Holwell Road, Welwyn Garden City, Hertfordshire. AL7 3RP.**

Policy Review

This policy will be reviewed in full bi-annually.

The policy was last reviewed and agreed by the Governing Body in
September 2023.

It is due for review in September 2025.

Signature:

Date:

Head Teacher

Signature:

Date:

Chair of Governors

Ludwick Nursery School is a non-statutory provision for early years education. There is no legal requirement for children to attend non-statutory provision. However, there is a proven link between attendance and punctuality and children's attainment. Ludwick Nursery School is committed to promoting excellent levels of attendance and punctuality, enabling our children to take full advantage of the educational opportunities available to them.

Regular attendance and punctuality are important because:-

- Absence and lateness affects childrens' ability to participate and benefit from the curriculum
- Children who arrive late disrupt the routine of the classroom and the work/progress of others
- Poor attendance and punctuality may result in a child finding it difficult to settle, to become involved and to form social relationships
- Regular attendance and punctuality may help to instil good habits and promotes the development of a positive attitude towards school

Responsibilities

Ludwick Nursery School

- Ludwick Nursery School is responsible for supporting the attendance of its children and for dealing with problems which may lead to non-attendance
- We aim to work in partnership with parents
- Ludwick Nursery School, as required by Hertfordshire Education Authority, will complete attendance registers twice a day, at the beginning of each school session
- Ludwick Nursery School will differentiate in the registers between absence for medical reasons and holidays and children who have arrived late
- Staff actively discourage lateness and registers close at 09.55am and at 12:55pm
- Arrival after these times will be marked as 'late' and parents are asked to sign the 'late register' explaining the reason for the lateness
- Poor attendance and punctuality will be followed up, see procedures below

Responsibilities

Parents/Carers

Parents are responsible for ensuring that their children have access to early education and to ensuring that their children attend regularly and punctually.

Parents should:

- Ensure that their children arrive at school on time, properly dressed and ready to learn
- Work with Ludwick Nursery School to resolve issues which may lead to non-attendance
- Notify Ludwick Nursery School by telephone if their child is absent, on the first day of absence
- Try to avoid medical or dental appointments during school hours
- Try to avoid taking holidays during term time

Procedures for following up absence

- Staff note all absences, by using the appropriate symbol in the register
- First day response procedures are followed for any frequently absent children, whose parents have not already contacted the school
- A staff member will telephone the parents/carers to enquire the reasons for the absence
- Parents/carers are politely reminded of school policy and their responsibility to inform the school of the reasons for their child's absence
- All notes from parents regarding a child's absence will be stored in our SIMS Management Information System
- If a child is persistently late or absent the Headteacher will contact parents and if this continues the Headteacher will invite the parents into school to discuss the problems
- Where a child is "absent" in education and there has been little or no contact with parent, senior leaders will make a doorstep visit
- If the school cannot make contact with parent/carers and child has not been seen, parent will be informed that this is a concern and it shall be escalated to wider professionals/Children's Services

Strategies for Promoting Regular Attendance and Punctuality

The importance of regular attendance and punctuality is stressed to parents through:-

- Induction meeting with the Headteacher
- The Parent Handbook
- Discussion with child's Key Worker, informally and during Parent Consultations

- The times and procedures for registration are made clear to parents and staff and are followed consistently

Staff work continuously to create an environment in which parents and children feel welcome and want to be a part of the nursery school.