

# Tanglewood Nursery School

"Using the EYFS curriculum we aim to provide a broad and balanced learning environment to enable children to develop socially, culturally, emotionally, intellectually, physically, spiritually and morally.

We aim to ensure that every member of the school community reaches his/her full potential and is regarded as being of equal worth, irrespective of race, age, gender or ability."

## **Attendance Policy**

Date Reviewed: Summer 2015

Next Review Date: Summer 2017

## **Tanglewood Nursery School Attendance Policy**

We have a firm commitment that each child may gain maximum benefit from their time at Tanglewood Nursery School. 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. Also we believe regular attendance at nursery can set good practice for statutory school.

### **Aims**

- To create a culture in which good attendance is 'normality' and valued
- To value the individual and be socially and educationally inclusive
- To be consistent in implementation of our policy and procedures

Regular and punctual attendance is paramount so that all children have full access to the curriculum. Valuable learning time is lost when children are absent or late.

### **Policy**

All parents are made aware of the importance of regular attendance prior to entry and of the importance of being prompt when bringing their child to nursery and collecting them at the end of the session. Our 'Uncollected Child Policy' outlines our practice if a child is not collected from nursery.

All parents and carers will be expected and encouraged to ensure their child achieves the maximum attendance possible. It is understood that all our children need to be brought to school by adults and sometimes there are family difficulties. Staff will support parents/carers in cases of difficulty by discussion of strategies or timings.

It is also acknowledged that many children suffer from childhood illnesses and may be unable to attend. It is the parents/carers responsibility to inform the nursery if their child is unable to attend due to illness/sickness. We ask parents to tell us of any planned holidays or absences in advance.

### **Procedure**

Children should be at school, on time, every day that the school is open, unless the reason for absence is unavoidable.

Attendance is recorded daily in the register. The register closes at 9.15am and 1.00pm. All parents/carers must contact nursery on the first day of absence with the reason for that absence. Messages given to classroom staff are passed down to the office. All absences are logged.

If we have had no contact from families to say why their child is absent from school, then we will start 'first day calling...'. This may mean that we have to call everyone on your child's contact list until we can get an answer. It is very important that ALL of your contacts are the most up to date that they can be. If other services are involved with your family e.g. social care we will contact them at this point.

If we are still unable to make contact and we have had no contact by the following day we will carry out a home visit.

Attendance information on all children is collated and monitored in line with safeguarding good practice. Parents/carers of children whose attendance is inconsistent and generally poor will be contacted by the Headteacher to ascertain reasons for this and seek to remedy the situation if appropriate or refer to other agencies. (see Appendices 1 and 2).

## Appendix 1

### Tanglewood Nursery School



Melbourne Avenue, Chelmsford, Essex, CM1 2DX

Headteacher: Miss Deborah Watson

Telephone: 01245 352788

Email: [admin@tanglewood.essex.sch.uk](mailto:admin@tanglewood.essex.sch.uk)

Website: [www.tanglewoodnurseryschool.co.uk](http://www.tanglewoodnurseryschool.co.uk)

Dear Parent/Carer

As per the school's attendance policy, Northfleet Nursery effectively monitors children's attendance to ensure that each child fully maximises their free educational entitlement.

It has come to my attention that \_\_\_\_\_ has only attended \_\_\_\_\_ % of sessions and this poor attendance can have a huge impact on progress made in nursery and severely disadvantages children.

Please contact the nursery to discuss the matter. If the matter is not resolved satisfactorily, the place may be withdrawn.

I look forward to hearing from you.

Yours faithfully

Miss Deborah Watson

Headteacher

## Appendix 2

### Tanglewood Nursery School



Melbourne Avenue, Chelmsford, Essex, CM1 2DX

Headteacher: Miss Deborah Watson

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Dear Parent/Carer

Further to my letter of \_\_\_\_\_ the issue regarding attendance has yet to be resolved satisfactorily.

Your child \_\_\_\_\_ has attended only \_\_\_\_\_% of the sessions offered and this poor attendance can have a huge impact on progress made in nursery and severely disadvantages children.

Please contact the nursery to discuss this matter.

If it has not been resolved by \_\_\_\_\_ we will be withdrawing the placement and offering it to another family.

Yours faithfully

Miss Deborah Watson

Headteacher

