

## **WILLOW NURSERY SCHOOL**

### **ATTENDANCE POLICY**

#### **Philosophy.**

At Willow Nursery School there is a commitment to maximising attendance for all pupils to enable them to benefit from the education we provide. We do acknowledge, because our pupils can be very young, that attendance patterns may need to be flexible and individualised. Even so regular attendance is vital for effective learning and the development of relationships. There is recognition of the importance of establishing good home-school links and communications that can be used if ever there is a problem over attendance.

#### **Implementation**

Staff need to be aware of the registration process, including the marking of register and checking on any regular absences.

Registers need to be completed accurately, in the agreed time limits, at the beginning of the morning and afternoon sessions and attendance regularly monitored.

Parents are encouraged to contact school on the first day of absence – if by phone then these messages are logged.

Parents will be contacted on the first day of their child's absence, if no phonecall has been received, to ascertain the cause of the absence.

Parents are responsible for ensuring that their child/children attend school regularly and punctually.

Staff will report any concerns regarding unauthorised absences to the Headteacher.

The Headteacher will follow up on these concerns by contacting the parents.

If there is no satisfactory response, or any response, from the parents within a reasonable time then it may be necessary to withdraw the place from the child.

Attendance figures are monitored monthly.

#### **Registration**

Registration is a legal requirement and registers are legal documents and must be kept for three years after the date on which they were last used.

By law registers must be 'called' twice a day.

Morning Session by 9.10 a.m. If any child arrives after this time then the parents must report to the office and sign the "late book". The child will be marked as late but counted as present for that session.

Afternoon Session by 12.30 p.m. If any child arrives after this time then the parent must report to the office and sign the "late book". The child will be marked as late but counted as present for that session.

If parents bring their child to school persistently late then this will be a matter for the Headteacher to discuss with the parent.

If parents wish to take their child on holiday during term time then they must fill in a 'Request for leave of absence form'. The school follows the DfE guidance with regard to pupils' holidays during term time, where leave will only be authorised:

- a) for the children of service personnel and other employees who are prevented from taking holidays outside term time or
- b) when a family needs to spend more time together to support each other after a crisis

Reviewed: Spring 2025

Next review: Spring 2027

## **MARKING OF ATTENDANCE REGISTER**

### **Symbols**

Code	Description	Meaning
/	Present am	Present
\	Present pm	Present
B	Educated off site (Not Dual registration)	Approved Education Activity
C	Other Authorised Circumstance (not covered by another appropriate code)	Authorised absence
D	Dual Registration (pupil attending other establishment.	Approved Education Activity
E	Excluded (no alternative provision made)	Authorised absence
F	Extended family holiday (agreed).	Authorised absence
G	Family holiday (not agreed)	
H	Family Holiday (agreed)	Authorised absence
I	Illness (not medical or dental appointments)	Authorised absence
J	Interview	Approved Education Activity
L	Late (before registers close)	Present
M	Medical/dental appointment.	Authorised absence
N	No reason yet provided for absence	Unauthorised absence
O	Unauthorised absence (not covered by any other code/description)	Unauthorised absence
P	Approved sporting activity.	Approved Education Activity
R	Religious observance	Authorised absence
S	Study leave	Authorised absence
T	Traveller absence	Authorised absence
U	Late (after registers close)	Unauthorised absence
V	Educational visit	Approved Education Activity
W	Work experience	Approved Education Activity
X	Non compulsory school age absence	Not counted in possible attendances
Y	Enforced closure	Not counted in possible attendances
Z	Pupil not yet on roll	Not counted in possible attendances
#	School closed to pupils.	Not counted in possible attendances