



## Attendance Policy

Children who attend Funded Entitlement provision at Chichester Nursery School, are not of statutory school age, nevertheless we believe regular attendance at this stage is important for the following reasons

- It establishes patterns of attendance for the future
- It supports settling (children who attend irregularly often never really get to the point when they are fully settled as they lack the security that a regular pattern of attendance brings)
- It supports continuity of learning (children's emerging interests are carried on and supported from day to day, for a child who regularly misses nursery sessions learning becomes disjointed rather than an organically developing process)
- We have a responsibility to ensure that government funded places are used to the full extent to ensure value for money for tax payers and fairness to children on the waiting list who would be keen to take up the place fully.

For this reason we monitor children's attendance and keyworkers will be talking to parents whose child's attendance falls below 80% in any one term or over a period of time (without adequate explanation)

### Informing the Nursery School about absences

Although regular attendance is important, the Nursery School recognises that children will be absent for a number of genuine and legitimate reasons. In order for us to record absences accurately, as we are required by law to do, we need to know the reason why a child is absent. If a parent knows that their child will be absent for any reason, they are asked to inform their child's keyworker in advance. If their child is ill and unable to come into Nursery, we ask that they inform the Reception desk Office on 642959 at the earliest opportunity. If we haven't heard the reason for a child's absence we will ring the parent during the course of the morning/afternoon to check that everything is alright and to find out why their child is not in Nursery.

### Informing the Up to 3s' Nursery about absences

Parents of children in the Up to 3s' Nursery are asked to inform us about absences in the way outlined above. If they have not been informed of the reason, the Up to 3s' Nursery will follow-up any absences on the day they occur for children in receipt of 2 Year Funding and any other children that they have concerns about.

### **Children about whom we have concerns**

The Nursery carefully monitors the absences of those children about whom we have concerns, particularly those on Child Protection Plans. Any child who is subject to a Child Protection Plan, and absent for two days without explanation, will be brought to the attention of their social worker. Nursery staff will use their judgement about notification of absence for other children about whom they have concerns.

### **Holiday forms**

Families often choose to take holidays in term time to take advantage of the cheaper prices available at this time. The Nursery understands, but does not encourage, this practice. If you plan to take your child out of Nursery for a holiday please fill in a "Holiday form" available from outside the Nursery School Office.

### **Refunds for absences**

Regretfully, neither the Nursery School and Up to 3s' Nursery can make any refund for contractually agreed "extra" sessions missed due to absence, whatever the reason.

**Date: Autumn 2017**

**Review date: Autumn 2020**