

WINGATE COMMUNITY NURSERY SCHOOL

ATTENDANCE POLICY

wingate
community
nursery
and outdoor
nature school

Whilst attendance at Nursery is not statutory, it is of crucial importance to us and we trust that it will be as important to you, as parents and families, wanting the very best for your children. Regular, punctual attendance at our school will give your child the very best chances to achieve and be successful not only in education, but also in life.

Children are expected to attend regularly unless there is a legitimate reason for not attending e.g. because of illness. Parents are asked to inform the school of any intended pre-planned absence. Parents are asked to phone the school if their child is not attending, giving a full explanation and a possible predicted date for return.

If a child is absent without explanation, the Headteacher or school administrator will contact parents by telephone or letter to try to establish the reason for absence.

The Health Visitor may be contacted if the Headteacher feels that there may be a cause for concern. Where a Social Worker is involved with the family, he/she will be contacted.

Persistent single day absences will be addressed by phone or letter.

If, following our attempts to make contact, there is no legitimate reason for absence and the child still fails to attend Nursery, parents will be contacted again, in an attempt to make every effort to get the child back to nursery and support the family. If all else fails, the child continues to be absent and parents have no legitimate reason, then they will be informed in writing that they risk forfeiting their child's place if the absence continues.

If there is no response within the following week, a final letter will inform parents that the place has been given to the next child on the Waiting List.

The head teacher will liaise with primary schools if we have any concern about lateness or attendance.

If a child is absent for a prolonged period of time due to illness or maybe an accident, a member of staff will make a home visit to maintain positive home – school links. Activities and / or equipment could be given to parents to keep the child occupied, motivated and in touch with Nursery.

We will encourage parents to take family vacations during the school holidays, but if this is not possible, parents will be asked to inform the school office of the dates.

Children must be brought to and be collected from Nursery by a known adult over the age of 18 years, unless the family have completed a consent form to identify the younger person. (Consent form can be found in our Arrival and Departure Policy)