



## OXHILL NURSERY SCHOOL ATTENDANCE POLICY

### INTRODUCTION

We are a Maintained Nursery School and can admit children from their 2<sup>nd</sup> birthday (fee payers) or the term after their 2<sup>nd</sup> birthday, or their 3<sup>rd</sup> birthday until they transfer to reception class (as long as there is a place available).

We offer 15 hours of education for 2, 3 and 4 year olds as well 30-hour provision for eligible parents. This is non-statutory education.

### RATIONALE

- Despite being non-statutory, we aim to promote full attendance for all of our children as this prepares them for their future education where school attendance is compulsory the term after their 5<sup>th</sup> birthday

### AIMS

- To encourage parents/carers to bring their child for every session, therefore promoting full attendance
- To promote full attendance which supports children and families with school readiness

### OBJECTIVES / PROCEDURES

- To encourage parents to inform us of any illness on the first day of their child's absence
- To encourage parents/carers to inform us of any holidays/short breaks they have arranged
- Daily registration of children takes place at the beginning of each session and any absences are recorded in the registers
- First day calling will take place by 10:30 and 13:30 when there has been no reason for absence given by parents on the first day of absence
- Persistent sporadic attendance will be followed up by the Headteacher to see if there is an underlying cause
- If a child has been absent for 3 consecutive days and the school have been unable to contact parents/carers for a reason, the Headteacher will contact other professionals to ascertain if they have had recent sight of the child - this could be a Health Visitor, Family Worker, or the school where older siblings attend (if applicable)
- Staff may attempt to visit the child at home to check their welfare (subject to a relevant risk assessment)
- If staff have significant concerns about the welfare of a child/family and multiple contact by the school has failed, the police will be notified to carry out a welfare check
- If a child is subject to a Child Protection Plan or are a Child in Need, the designated Social Worker will be notified on the first day of absence
- To ensure parents/carers understand that non-attendance without a reason being given and school have been unable to contact home for a period of 4 weeks, would result in their child's place being withdrawn and offered to the next person on the waiting list

Headteacher

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Date reviewed

September 2024

(date)

Signed on behalf of the governing body

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Name of signatory

Sarah Golightly

Role of signatory

Chair of governors

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