



## OXHILL NURSERY SCHOOL ATTENDANCE POLICY

### INTRODUCTION

We are a Maintained Nursery School and can admit children from 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). Children who have a working families funding code may be admitted the term of their 2<sup>nd</sup> birthday if there is a place available (in line with the admission policy).

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

Date reviewed

September 2025

(date)

Signed on behalf of the governing body

Name of signatory

Sarah Golightly

Role of signatory

Chair of governors