

**Chelwood Nursery School**  
Chelwood Walk  
St Norbert Road, London, SE4 2QQ



## Attendance policy (safeguarding)

| Policy Schedule       |                 |
|-----------------------|-----------------|
| Written               | March 2022      |
| Reviewed by Governors | 20 April 2022   |
| Agreed by Governors   | 20 April 2022   |
| Chair's signature     | <i>Mitchell</i> |
| Next review date      | Spring 2022     |

# Chelwood Nursery School Attendance Policy (Safeguarding)

Contact following a child's absence is the central part of our attendance policy. This is a vital part of the school's Safeguarding and child protection policy.

It is essential that the school acknowledges a child has been absent and actively seeks an explanation for that absence if it is not volunteered by the parent/carer. It is vital to:

- raise awareness of the importance of full attendance
- deal with problems before they develop to improve home-school links

At Chelwood Nursery School we believe good attendance is essential if children are to be settled and take full advantage of the learning and development opportunities available to them at school. At a young age, continuity and consistency are important contributors to a child's well-being and progress, and will support the creation of best habits for the next stage of education, when attendance will become statutory.

## Aims

- To create a culture where good attendance is 'normality' and valued
- To value the individual and be socially and educationally inclusive
- To be consistent in the implementation of our policy and procedures

Regular and punctual attendance is paramount so that all children have full access to the curriculum. Valuable learning time is lost when children are absent or late.

Parents/Carers are asked to sign a home-school agreement as their child starts nursery, which includes reference to attending school regularly and on time and notifying school of any absence.

## Procedure

Children should be at school, on time, every day that the school is open, unless the reason for the absence is illness or is unavoidable.

Parents are expected to inform the school office team of an absence. The register closes at 9.30am and 1.00pm. Messages of absence from parents are recorded in the register and passed to the class team and to the child's Key-person. Families arriving late for their session are required to sign the late book.

If a child is absent without an explanation for 2 days, the office team will contact parents to ascertain the reason for the absence. In some cases, absence on the first day will be followed up. If the child is known to Social Care, this service will be informed of the unauthorised absence.

If this does not produce a satisfactory explanation, or if the class team feel that a follow up well-being call would be useful, a member of the class team, (usually the key person,) will make

contact, initially by telephone. If there is no contact after one week, a letter will be sent to the family. If necessary, an appointment will be made to discuss the matter.

The teachers review each child's attendance regularly and report on this at each term's review. They play a really important role in helping families to identify possible barriers to attendance and identifying and discussing possible patterns of poor attendance which would then be discussed with the family. Attendance is closely monitored by the school's Inclusion and Diversity Leader and by the Head teacher.

Any problems with regular attendance are best sorted out between the school, the parents and the child collaboratively and sensitively. Children can sometimes be reluctant to attend Nursery for a wide range of reasons and it is important for us to problem solve this together. If a child is reluctant to attend, it is never better to cover up their absence or to give in to pressure to excuse them from attending. This gives the impression that attendance does not matter and may make things worse. Collaborative working between home and school is the best way to support children's well-being needs. Families are asked to contact school at an early stage and to work with the staff in resolving any problems together.

Parents of children whose attendance is inconsistent and generally poor will be contacted by the key person and then by the class teacher initially and their future attendance monitored. If the issue persists, an appointment will be arranged with the Inclusion and Diversity Leader or the Head teacher.

**Although attendance at nursery is not statutory, regular attendance is important for children's well-being, learning and development and as such it is something that we monitor very closely.**

**Authorised absence is only normally granted for illness, emergency situations and medical appointments. As a school we are unable to authorise holidays during term time.** All planned absences in term-time must be requested by talking to or emailing the school business support team on [admin@chelwood.lewisham.sch.uk](mailto:admin@chelwood.lewisham.sch.uk) and will then be considered for authorisation by the Head teacher.