



Batford Nursery School & Day Care

BATFORD NURSERY SCHOOL Attendance Policy

Version	1.4
Based on Model Policy	Not applicable
Review body:	Headteacher
Date issued:	March 2025
Review frequency:	Three years
Target audience:	All stakeholders

Version	Date	Notes
V1.0		New Statement
V1.1	February 2019	Reformatted, no significant amendments
V1.2	September 2020	Removal of certificates, para 5
V1.3	March 2022	Updating of absence procedures
V1.4	March 2025	Includes eReception,, times, and review of procedure for absences.

Batford Nursery School and Day Care is committed to:

- Safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- Eliminating discrimination, advancing equality of opportunity and fostering good relations between different groups. These factors were considered in the formation and review of this policy and will be adhered to in its implementation and application across the whole school community.
- Promoting the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs: any school member or visitor expressing opinions contrary to fundamental British Values, including 'extremist' views, will be actively challenged.

BUILDING STRONG FOUNDATIONS FOR OUR CHILDREN

Batford Nursery School and Day Care, Holcroft Road, Harpenden AL5 5BQ

1. Rationale

Batford Nursery School is committed to promoting excellent levels of attendance and punctuality, enabling its pupils to take full advantage of the educational opportunities available to them.

2. Attendance and Punctuality

Batford Nursery School is a non-statutory Local Authority maintained school for early years education. There is no legal requirement for children to attend non-statutory provision. However, there is a proven link between attendance and punctuality and children's attainment.

Regular attendance and punctuality are important because:-

- Absence and lateness affects pupils' ability to participate in and benefit from the curriculum;
- Children who arrive late disrupt the routine of the classroom and the work/progress of others;
- Poor attendance and punctuality may result in a child finding it difficult to settle, to become involved and to form social relationships;
- Regular attendance and punctuality will help to instil good habits and promotes the development of a positive attitude towards school.

3. Responsibilities

Batford Nursery School

Batford Nursery School is responsible for supporting the attendance of its pupils and for dealing with problems which may lead to non-attendance. We aim to work in partnership with parents.

The school will:

- Complete attendance registers twice a day, at the beginning of each school session, as required by the Local Authority;
- Differentiate in the registers between absence for illness or medical reasons and holidays, and children who have arrived late;
- Actively discourage lateness: registers will close at 08.45, 9.45 and at 12:45 and arrival after these times will be marked as 'late';
- Follow up on poor attendance and punctuality – *see procedures in Para. 4.*

Parents/Carers

Parents and carers are responsible for ensuring that their children have access to early education and that their children attend regularly and punctually.

Parents should:

- Ensure their children arrive at school on time, appropriately dressed and ready to learn;
- Notify Batford Nursery School by telephone or email if their child is absent, on the first day of absence prior to session start time;
- Work with staff to resolve issues which may lead to non-attendance;
- Avoid making routine medical or dental appointments during school hours;
- Avoid taking holidays during term time;

- Parents and carers need to sign in using the online attendance system eReception for late arrivals and early pick-ups.

4. Procedures for following up absence

- All absences are recorded in the register, using the appropriate mark;
- Parents/carers are made aware of school policy and their responsibility to inform the school in advance of any absence, stating the reason for the absence;
- If no reason for the absence has been received by the time the registers close, the school office staff will telephone the parents/carers to ascertain the reason and also seek an indication of when the pupil can be expected to return to school. This will be done within an hour of session start time and any concerns will be reported to the Headteacher and followed up via the Senior Teachers;
- If there is no reason for absence communicated from parents/carers then this this will be followed up via an email;
- Communication from parents regarding absences will be recorded via the school on-line register Arbor;
- Absences are monitored and any issues or trends are addressed accordingly;
- If a pupil is persistently late or absent the school will contact parents about this and, if this continues, the Headteacher will invite the parents in to school to discuss the reasons for absence.

5. Strategies for promoting regular attendance and punctuality

Staff work continuously to create an environment in which parents and pupils feel welcome and want to be a part of the school.

The times and procedures for registration are made clear to parents and staff and are followed consistently.

The importance of regular attendance and punctuality is stressed to parents through:-

- Induction meeting with the Headteacher;
- The school website (Parents' Pages);
- Discussion with child's Key Person, informally and during consultations.