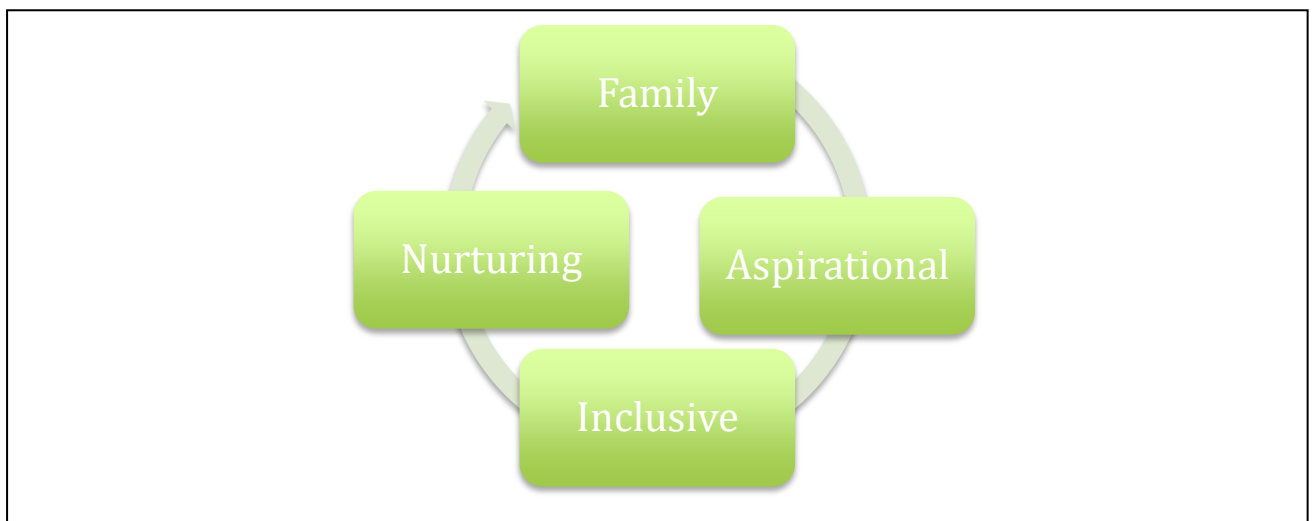


Tenterfield Nursery School

Attendance & Home / Nursery Agreement

Based on Model Policy	N/A
Review body:	FGB
Date issued:	Sept 2025
Review frequency:	Every Year
Review Date:	Sept 2026
Target audience:	All stakeholders



Vision

- To deliver high quality education in a supportive, caring and secure environment in which everyone is valued.
- To provide a centre for the families in our community to learn, grow and play.
- To continue to offer exceptional specialist provision for children and families with additional needs.

Tenterfield Nursery and Wraparound care

1. Attendance

Tenterfield Nursery School is a non-statutory provision for early years education. However, there is a proven link between attendance, punctuality and children's attainment. As part of our 'Home School Agreement' parents commit to bringing their child to school regularly and on time.

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

Regular attendance and punctuality are important because:

- Absence and lateness affect children's ability to participate 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 help to instill good habits for the future and promote the development of a positive attitude towards school.

Strategies for Promoting Regular Attendance and Punctuality

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

- New parent meeting with the Headteacher
- The nursery handbook
- Discussion with child's Key Person, informally and during catch-up calls.
- Individual attendance letters sent to Nursery parents by the Headteacher informing parents if their child's absence is a cause for concern

The times and procedures for registration are made clear to parents and staff and these are followed consistently. Sessions start from 8.45am – 8.55am (this flexi start supports parents with older siblings to drop off at our different feeder schools).

Children arriving after this time are recorded as 'late'.

Staff constantly work to create an environment in which children and parents feel welcome, thus promoting regular attendance.

Procedures for Following Up Absence

- Staff note all absences, by using the appropriate symbol in the register.
- First day response procedures are followed for any child we are concerned about and whose parents have not already contacted the school. A staff member will telephone the

parents/carers to enquire the reasons for the absence.

- Parents/carers are politely reminded of school policy and their responsibility to inform the school of the reasons for their child's absence. All reasons from parents regarding a child's absence will be recorded on SIMS by the office.
- If a pupil is persistently late or absent the Headteacher will contact the parents/carers and invite them into school to discuss the issues and find ways forward.

Responsibilities of the School

- Tenterfield Nursery School is responsible for supporting the attendance of its pupils and for dealing with issues which may lead to non-attendance.
- We aim to work in partnership with parents.
- Tenterfield Nursery School, as required by Hertfordshire Education Authority, will complete attendance registers twice a day, at the beginning of each school session.
- Tenterfield Nursery School will differentiate in the registers between absences for medical reasons, holidays, authorised absences, unauthorised absences and children who have arrived late.
- Poor attendance and punctuality will be followed up by the Headteacher.
- Prolonged absence without explanation may result in a referral for safeguarding concerns to Herts County Council.

Responsibilities of Parents/Carers

- Ensure that their children arrive at school on time, properly dressed and ready to learn.
- Work with Tenterfield Nursery School to resolve issues which may lead to non-attendance.
- Notify Tenterfield Nursery School by telephone or email if their child is absent, (admin@tenterfield.herts.sch.uk).
- Try to avoid medical or dental appointments during school hours.
- Try to avoid taking holidays during term time.

2. Home/Setting Agreement

Our Commitment

At Tenterfield, we believe in fostering mutual understanding, respect, and positive relationships between children, staff, and parents. By working together, we can create the best possible environment for learning and development.

- Children learn best when supported by their family and the wider community.
- When parents/carers and staff work in partnership, children benefit from shared understanding and consistent support.

Purpose of this Agreement

- To strengthen relationships between parents, staff, and pupils.
- To increase parents' knowledge of nursery life and Early Years education.
- To recognise parents' rights to information about their child, including early discussions around any concerns (learning, behaviour, or relationships).
- To raise awareness of the value of home learning, encouraging shared commitment to each child's success.

Our Objectives

- Promote a shared understanding of how our Nursery and Wraparound care operates.
- Provide regular updates on children's progress.
- Keep parents informed about events and activities at the setting.
- Value and welcome parental contributions to their child's education.
- Share our teaching, learning, and educational philosophy.
- Encourage parents to actively participate in their child's development.

Nursery Practice at Tenterfield

- Create a safe, welcoming environment that meets every child's educational and care needs.
- Invite all new parents to an Induction Meeting, a Stay & Play session, and provide a Welcome Pack.
- Hold half-termly feedback meetings (by phone or in person) to discuss children's progress.
- Provide home learning opportunities and guidance to support learning at home.
- Offer workshops for parents on children's learning and development.
- Be available daily for questions or concerns, arranging further meetings if needed.
- Send regular newsletters/bulletins with updates and information.
- Encourage families to attend events, volunteer in sessions, and engage with our community.
- Consult parents on major changes and development plans.
- Work closely with individual parents where special needs or behaviour issues arise.
- Encourage and support high standards of behaviour, in line with our Therapeutic Approach to Behaviour Policy.

- Provide clear access to our Complaints Policy and procedures.

Agreement

For the Nursery

- Provide a safe, caring, and welcoming environment that promotes your child's safety, independence, confidence, and wellbeing.
- Value each child, celebrate their achievements, and support their development to full potential.
- Deliver a broad and balanced curriculum tailored to your child's needs.
- Promote equality and inclusion for all, regardless of race, gender, special needs, or family background.
- Respect and listen to parents' views, maintaining confidentiality at all times.
- Keep you informed of progress and be available to discuss concerns about learning or behaviour.
- Suggest ways to support learning at home.
- Offer opportunities to share your views on nursery life.

For the Parent/Carer

- Take an active interest in my child's learning and nursery life.
- Ensure my child attends regularly and punctually, and inform the Nursery of any absences.
- Support the Nursery's policies and procedures.
- Share any home circumstances that may affect my child's learning or behaviour.
- Attend meetings and discussions about my child's progress.
- Support the Nursery's approach to online safety, including:
 - Not using mobile phones in the Nursery building or grounds without permission.
 - Not taking photographs of children, parents, or staff without prior consent.
 - Not uploading/sharing images, videos, or text that could upset or offend members of the community.
- Provide suitable, clearly named clothing for my child.
- Pay all fees promptly.

For the Child

- Listen to the grown-ups and my friends.
- Tell a grown-up if I feel sad or hurt.
- Be kind and helpful to everyone.
- Use kind words.
- Use my hands for helping and playing, not hurting.
- Share toys and take turns.
- Tidy things away when I have finished with them.