

BEECHDALE NURSERY SCHOOL



Attendance Policy

Reviewed September 2020

Mrs J Graham

ATTENDANCE POLICY

INTRODUCTION

We are an L.E.A. Nursery School and can admit children from the term after their 3rd birthday until they transfer to reception class (as long as there is a place available)

We offer part-time (3 hours daily) education, either on a morning or an afternoon as well as full time education for children where parents qualify for 30 hour provision. This is non-statutory education.

RATIONALE

Despite being non-statutory, we aim to promote full attendance for all of our children.

AIMS

- To encourage parents/carers to bring their child for every session, therefore promoting full attendance.

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.
- To ensure parents/carers understand that non-attendance – without a reason being given – for a period of 4 weeks would result in their child's place being offered to the next person on the waiting list.
- Daily registration of children takes place in group "Circle Time" at the beginning and end of each session and the Headteacher or Office Manager records any absences in the registers.

This policy will be regularly reviewed and updated as part of the School's overall CPD plan.

Review date – September 2022