



Nursery Attendance Policy

Whitehill Community Academy

Policy	Nursery Attendance Policy
Date of review	January 2024
Date of next review	January 2025
Lead professional	Melissa Bell, Associate Assistant Head
Status	Non-Statutory

1. Statement of Intent

- Whitehill Community Academy seeks to ensure that all its nursery pupils attend their full entitled hours which will maximise the opportunities for each pupil to meet their full potential.
- Whitehill Community Academy Nursery will strive to provide a welcoming, caring environment, where each member of the school community feels happy and secure.
- All academy staff will work together with pupils and their families to ensure pupils attend Nursery regularly and punctually.
- The academy will challenge the behaviour of pupils and parents who give low priority to attendance and punctuality.
- The academy will ensure that all pupils and parents are provided with information, advice and support to help meet these objectives.

2. Aims

We will make every attempt to ensure that eligible children attend as many sessions as funding has been received for, bearing in mind occasional sickness or holiday absences.

We will monitor attendance for Early Education Funded children on a weekly basis to ensure that children receive a beneficial level of early education to assist them in progressing towards the Early Learning Goals and follow the procedure below for any cases of non-attendance or erratic attendance.

3. Child Absence Protocol and Procedure

- 3.1. Class registers taken and saved by Miss Ackroyd.
- 3.2. Late children checked against registers, checks made with key workers, absent slips and office emails checked by Miss Ackroyd.
- 3.3. If one Learning Mentor is not available, the other Learning Mentor to check attendance for both Key Stages. The named persons are Miss Ackroyd and Mr Mulhall.
- 3.4. If both Learning Mentors are not available, Mrs Walker to check attendance.
- 3.5. First day phone call to the first name on contact list by 9:00am asking for response by Miss Ackroyd.
- 3.6. Ring down contact list until reply is received, ensuring where possible that someone from outside of the family home has been contacted.
- 3.7. Alert Miss Roche (DSL) immediately if child is absent and no contact has been made by 10:00am.
- 3.8. If DSL is not available, report absent child to SLT/Deputy DSLs.
- 3.9. Home Visit made by Pastoral and Inclusion Mentor, DSL or SLT (this will be pre-agreed with DSL/SLT).
- 3.10. If no response at home post First Day Calling notification through letter box with a time limit to contact school (11:00am).
- 3.11. DSL/SLT to contact Police if all the above stages have been completed and there is still no contact regarding the absent child by 11:00am. This should be done using the 101 number.

4. Absence due to sickness/illness

In order to ensure all children are safe and accounted for, we now ask that you contact school for any absence on the first day and every subsequent third day. This can either be through 'Dojo' or by contacting the school office on 01422 244471.

Our Attendance Officer for EYFS and KS1 is Miss Ackroyd. She will check nursery registers on a daily basis. We have a first day calling policy which means if you have not informed school of your child's absence, you will receive a phone call from Miss Ackroyd or your child's key worker on the morning of

the absence. If we have not heard from you by 11.00am - morning session and 1.00pm - afternoon session, a home visit will take place that day.

If it becomes evident during weekly monitoring of attendance that a child is failing to attend all their requested Early Education funded sessions, we will follow the steps as listed below:

Non-attendance of a session

- Follow Calderdale Safeguarding Children First Day Calling Policy.
- Discuss the reasons for absence with parents and carers.

Erratic/non-attendance for 2 weeks

- Have an informal discussion with the child's parent/guardian to see if there are any problems which are preventing full attendance.

Erratic attendance/non-attendance for a further 2 weeks (4 weeks totalled)

- Request a formal parent/guardian meeting to discuss the implications of attendance levels on the child's progress and place availability.
- Offer a reduction in sessions funded as a possible solution.
- On a half-termly basis, a letter will be sent out detailing the hours missed and the monetary value this equates to.

Erratic attendance beyond 4 weeks.

Our setting will give due consideration to the needs of children and their families where we feel they will benefit from additional support. These families may be: transient families, children with SEND, children with no status, and vulnerable children. We will investigate and make an informed decision around the nature of the absences prior to withdrawing the funded place. Where our setting continues to make a funded place available to a child with an erratic pattern of attendance, we will continue to support the family so that this will improve, and maintain records of all communications and decisions for Local Authority audit.

The nursery funded hours are a government benefit that parents are entitled to. This will be paid by the Government directly to school. If you do not attend your contracted hours, or are consistently late, your funding can be withdrawn.

In compliance with:

Early Education and Childcare Statutory Guidance for Local Authorities June 2018

Early Education Funding Provider Agreement April 2022 - March 2025 between the Borough Council of Calderdale and Providers.

5. Lateness

The school policy is to actively discourage lateness as it can seriously disrupt sessions. If a child is late and misses registration, a late mark will be recorded. Obviously, the school will be sympathetic if this is for a good reason. If, however, a pattern of lateness starts to emerge, parents will be invited to discuss the matter with the Attendance Officer in order to reach a satisfactory solution. Late is after 8.45am and will be marked 'L' in the register at the main office.

6. Authorised/Unauthorised Absence from Nursery

Illness, Medical and Dental Appointments - If the school is satisfied that a pupil is prevented from attending nursery by reason of illness then the absence will be treated as authorised. Leave for medical or dental appointments may be given (i.e. the absence may be authorised) where confirmation has been received from the parents (either in person, in writing or by a telephone call) or on production of an appointment card. A book is maintained by the school office for the purpose of recording pupils leaving or returning to the site.

Special Occasions - It is for the academy to determine whether an absence in this category should be authorised or not; much will depend on the circumstances of the particular case. Generally, the rule should be that only truly exceptional occasions should be sanctioned as authorised absence after discussion with the Headteacher.

Family Bereavements - The death of a family member can be a particularly traumatic event in any young person's life. Schools have discretion to authorise absence to attend funerals or associated events and any request would be dealt with sympathetically.

Family Holidays - Funding will be paid for a child that goes on holiday for a period of up to four funded weeks in any one LA designated Funding Period. If a child goes on holiday for a period of longer than four funded weeks, only four weeks will be funded, and the parent will be liable for any additional weeks. Any arrangements relating to holidays and absences should be made clear in the academy's Attendance and Punctuality Policy and/or on the Parental Declaration form as appropriate. The academy may consider offering additional funded sessions outside of the Funding Period to

children who have taken holiday during the Funding Period but there is no obligation to do so. The academy will contact the LA to confirm any such arrangements. Where children take extended holidays and do not return to the setting on the expected return date, the academy is entitled to terminate the place and notify the LA via the appropriate task who will recoup funding for the remaining weeks allowing for a maximum four week notice period. If appropriate, the academy will offer the place to the next eligible child on its waiting list, provided they are not already receiving funding elsewhere. Parents are reminded that the early education sessions prepare children for school.

Whitehill
Community
Academy



Dear Parent/Carer of

This half term your child has missed _____ funded hours at Nursery. This equates to £_____ which you could be asked to pay back by Calderdale Council.

We take attendance very seriously at Whitehill Nursery and we know that establishing regular routines for your child at an early age is extremely important. Good attendance will benefit both you and your child as they progress through their school life. Poor attendance will have a negative effect on their enjoyment and achievement in Nursery and beyond.

If you are struggling with attendance or need any support, please feel free to contact Miss Ackroyd or a member of the Nursery team.

We are always here to help.